

Michigan Department of Education

MEGS Help Manual

provided by:



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INTRODUCTION

The purpose of the *MEGS Help Manual* is to instruct users about how to use the Michigan Electronic Grants

! IMPORTANT

This is an Important box.
Information in this type of box
should be read by all users in
order to use MEGS properly.

System (MEGS). Users who read this manual will have varying degrees of technological understanding. Information that is vitally important for all users is presented in an “IMPORTANT” box.

The other type of box used in this manual is the “TECHNICAL” box. The information in the

ⓘ TECHNICAL

This is a Technical box.
Information in this type of box is
technical and is not necessary for
all MEGS users to understand.

“TECHNICAL” boxes is not relevant to all users and is intended for those with a greater understanding of the technology used in the creation and implementation of MEGS.

The Michigan Department of Education welcomes recommendations from readers on how to improve the *MEGS Help Manual*. Recommendations should be sent to Andy DeYoung via email at:

DeYoungA@michigan.gov or mailed to the following address: Office of Budget, Contracts and Grants,
Michigan Department of Education, P.O. Box 30008, Lansing, MI 48909.

1. Getting Started

1.1 WHAT IS MEGS?

MEGS stands for the Michigan Electronic Grants System. The system was established in 2001 by the Michigan Department of Education (MDE). MEGS is a comprehensive Web application that uses modern technology to simplify the grant application and management process. Although it is based on advanced technology, MEGS is designed to be used by even the most novice Internet user.

! IMPORTANT

The URL for MEGS is:
<http://meis.mde.state.mi.us/megs>

The purpose of MEGS is to do the following:

1. Provide grant applicants with a streamlined, easy to use, consistent grants application process that utilizes Internet technologies.
2. Provide State Program Offices with an easy to use, efficient grants management system to manage the grant application process. This process includes a variety of activities that range from the announcement of grants through the approval of grant funding recommendations. The most widely used functions include the receipt and review of applications.
3. Provide access to grant application information and reporting data that is stored centrally, allowing department-wide access to grant-related data for individual grant programs or for specific applicants across a range of grant programs.
4. Provide the ability for high level managers to manage the final approval process for all grants under the control of the Department of Education and to access information concerning all grants in the system.

In order to improve the flow of information in the grants process, MEGS interacts with a variety of other State of Michigan systems. These systems include MEIS (Michigan Education Information System), the Grant Cash Management and Reporting System (formally known as the Grant Accounting System), and the School Code Master.

1.2 THE GRANTS PROCESS: A QUICK OVERVIEW

The diagrams below provide a quick overview of the MDE formula and competitive grants processes. More detailed information can be obtained from the State Program Office administering the grant.

Figure 1 – The Formula Grants Process

Figure 2 – The Competitive Grants Process

1.3 WHAT IS NEEDED TO USE MEGS?

To use MEGS you will need:

1. A computer with an Internet connection and a Windows or Macintosh-based operating system.
2. An email address.
3. A Web browser - Microsoft Internet Explorer version 4.0 (or higher) or Netscape Navigator version 4.0 (or higher).
4. Adobe Acrobat Reader 4.0 (or higher).
5. A MEIS Account.
6. An Authorized Official for your agency.

TECHNICAL

Internet Explorer 5.5 is the recommended Web browser for using MEGS.

Each of these items is described in greater detail on the following pages.

1.3.1 COMPUTER WITH AN INTERNET CONNECTION

As was previously indicated, MEGS is an Internet application – it runs on and was designed for the Internet. The Internet is the term generally used to refer to the World Wide Web. It consists of a vast array of content that is accessible via a Web browser. For the purpose of accessing MEGS, a standard Internet connection is a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are faster than a modem connection, such as cable and DSL, will improve the speed with which data is sent to and from MEGS, but are not necessary to use the system.

TECHNICAL

A modem connection of 33.6 Kbps (kilobytes per second) is sufficient for running MEGS.

MEGS was designed for either of the two most common computer operating systems – Windows or Macintosh. MEGS has not been tested and is not supported on other operating systems, such as Linux and Unix.

Users accessing MEGS from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have Windows 95 or higher. The operating system requirements are a result of the browser requirements. These standard Macintosh and Windows operating systems have 4.0 (or higher) Internet Explorer and Netscape Navigator browsers that can properly access MEGS. Although 4.0 Internet browsers can access MEGS, users are encouraged to download the latest browser available and to use Internet Explorer version 5.5 or higher.

1.3.2 EMAIL ADDRESS

MEGS uses email messages to notify grant applicants about the status of their applications and any actions that they must take. Applications cannot be submitted in MEGS unless the application main contact provides an email address.

A free email account can be obtained by going to <http://www.hotmail.com> or <http://mail.yahoo.com> and registering for an account.

1.3.3 WEB BROWSER

MEGS is designed to be accessible via a Web browser. An Internet Web browser is a piece of software that allows users to view content on the World Wide Web. Although there are many browsers available, MEGS is designed for the two most common, Internet Explorer and Netscape version 4.0 or higher.

Most computers come with an Internet browser already installed. If an Internet browser is not installed, both Internet Explorer and Netscape Navigator can be downloaded free of charge.

TECHNICAL

Internet Explorer 5.5 is the recommended Web browser for using MEGS.

To check your browser version, use the following steps:

1. Open the Web browser.
2. Click the **Help** option on the toolbar. Then click either **About Internet Explorer** or **About Netscape**, depending on your browser.
3. Check to see if the browser version is 4.0 or higher. If the browser version is lower than 4.0, go to either <http://www.microsoft.com/windows/ie/default.asp> or <http://home.netscape.com/download/> to download the latest version of Internet Explorer or Netscape.

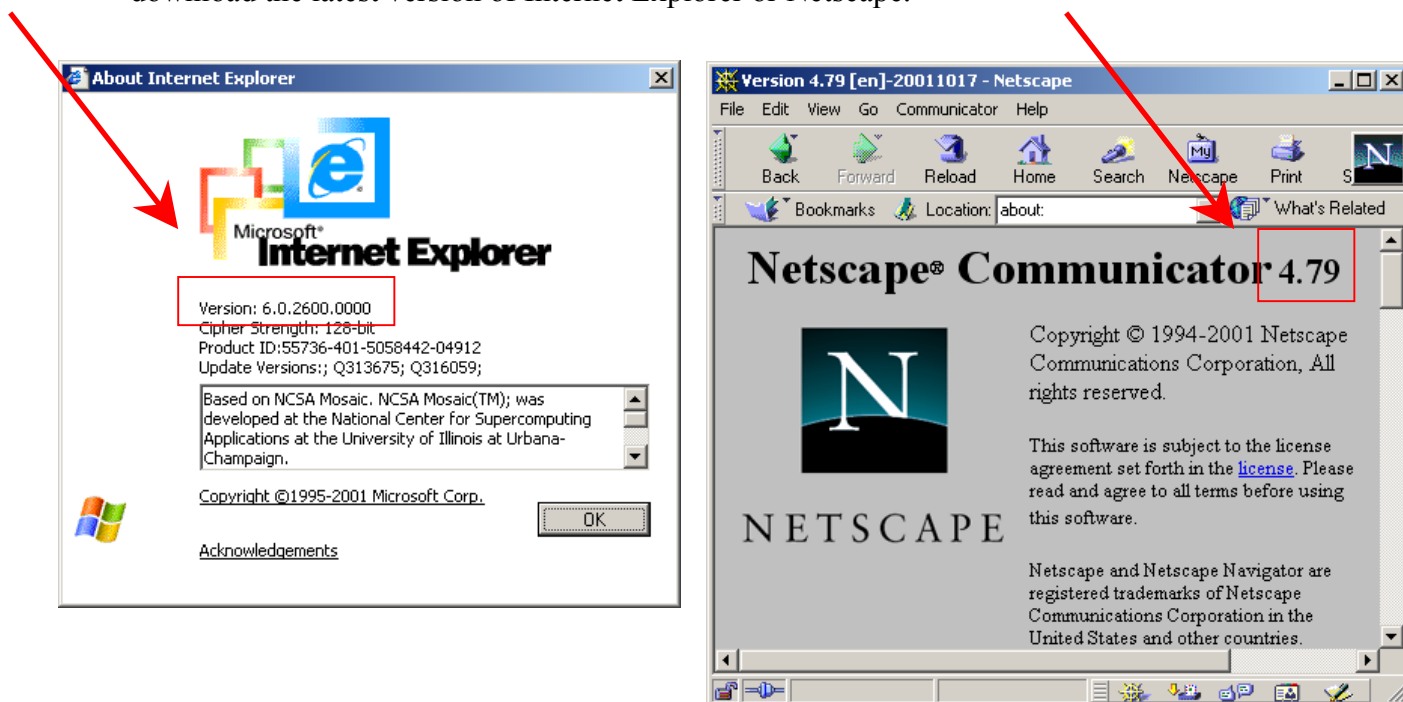


Figure 3 – Internet Explorer and Netscape Web Browsers

The Basics of Using A Web Browser

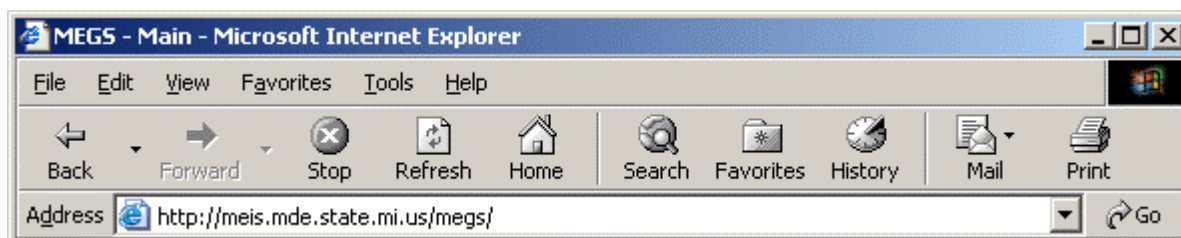


Figure 4 – Internet Explorer Address Box

Perhaps the most important key to using the Web browser is the “Address” or “Location” box. (Although Internet Explorer and Netscape have similar functionality, the names of each piece of functionality are different.) The “Address” or “Location” box is where a user enters an Internet URL (Uniform Resource Location) in order to access a Web page. The URL to MEGS is <http://meis.mde.state.mi.us/megs/>. A user who types this URL into the “Address” or “Location” box and clicks **Enter** will be sent to the MEGS Web site.

Standard navigation for Internet browsers includes the use of the **Back** and **Forward** buttons. These buttons allow a user to move between Web pages. Using the **Back** button takes the user to the page previously accessed. After the **Back** button is used, the **Forward** button can be used to return to the page just visited. MEGS is not designed to use these common navigation buttons. Since MEGS content consists of dynamic information that comes from a database, it is important that users always see the latest, most up-to-date information. Clicking the **Back** and **Forward** buttons is quick because it does not resend the data over the Internet to the user’s computer; however, it only displays a cached (saved) version of the content on the local hard drive instead of the information in the database. In order to see the latest data for each page in MEGS, **NEVER** use the **Back** or **Forward** buttons provided by the Web browser.

! IMPORTANT

In order to see the most up-to-date information and avoid causing errors, MEGS users should **NEVER** use the **Back** or **Forward** buttons provided by the Web browser.



Figure 5 – Netscape Location Box

Another useful feature of Internet browsers is the “Favorites” or “Bookmarks” feature. This feature allows users to quickly create a link to a Web page for access at a later date without having to type in the URL. This is done by clicking **Favorites**, **Add to Favorites** or **Bookmarks**, **Add Bookmark** while you are at the Web page you wish to access. MEGS users will want to add the MEGS URL (<http://meis.mde.state.mi.us/megs/>) to their “Favorites” or “Bookmarks.”

MEGS users cannot access pages within MEGS without logging into the system. If you try to access pages within MEGS by typing in the URL of the page, an Error message will be displayed indicating that you either accessed the page improperly or do not have permission to view the page.

Important Web Browser Settings

Due to the functionality built into MEGS, the session cookies and JavaScript options for the browser must be turned on for MEGS to operate properly. These options are set to work by default when the browser is installed. If you (or someone who has access to your computer) have not changed these options since installing the browser, they will be turned on. If session cookies or JavaScript have been disabled, they will have to be re-enabled for MEGS to work.

As an aid to users, MEGS automatically checks these options to see if they are enabled. If either or both are disabled, MEGS will direct you to pages that provide instructions on how to configure the browser. These instructions are also provided below.

Session cookies are used by the system to keep track of the many users who will be logging into MEGS. Session cookies can be enabled by following the steps listed on the next page.

Session Cookies

Internet Explorer (Versions 4.0 - 5.5)

1. Click **Tools**.
2. Click **Internet Options**.
3. Click the **Security** tab.
4. Click **Custom Level**.
5. Under "Allow per-session cookies (not stored)" Click **Enable**.

Internet Explorer (Version 6)

1. Click **Tools**.
2. Click **Internet Options**.
3. Click **Privacy** tab.
4. Click **Advanced**.
5. Click **Override automatic cookie handling**, Click **Always allow session cookies**, Click **OK**.

Netscape

1. Click **Edit**.
2. Click **Preferences**.
3. Click **Advanced**.
4. Under "Cookies," Click **Accept all Cookies**.

TECHNICAL

Within the last few years, cookies have become a security and privacy concern for many people. The session cookies (not disk cookies) that MEGS uses are used for MEGS purposes only. Any information stored in the cookies is removed when the user either shuts down the browser or logs off the system.

JavaScript is used to enhance the functionality of MEGS. JavaScript can be enabled by following these steps:

JavaScript

Internet Explorer

1. Click **Tools**.
2. Click **Internet Options**.
3. Click the **Security** tab.
4. Click **Custom Level**.
5. Under "Scripting", "Active Scripting", Click **Enable**.

Netscape

1. Click **Edit**.
2. Click **Preferences**.
3. Click **Advanced**.
4. Click **Enable JavaScript**.

JavaScript allows MEGS to:

1. Check information entered into the application, such as phone numbers, email addresses, and budget amounts, to ensure that it is in the correct format.
2. Display a dynamic menu bar that allows quick access to every page within the application.
3. Provide a user-friendly environment by improving navigation options and checking formats to ensure information is properly entered.

1.3.4 ADOBE ACROBAT READER 4.0 OR HIGHER

Although you may choose to print any page in MEGS from the Web browser, there are many variables that affect the way the printed document



Adobe Acrobat Reader

will look. These variables include the browser and printer settings. In order to create documents that are consistent from computer to computer, MEGS uses the Adobe PDF format. PDF (Printable Document Format) is used to create web documents that are consistent when printed regardless of individual user settings. If it is not already installed, the free Adobe Acrobat reader can be downloaded from the following URL: <http://www.adobe.com/products/acrobat/readstep2.html>.

MEGS uses the PDF format to print a paper copy and/or save an electronic copy of an application. Users can view three types of application PDFs:

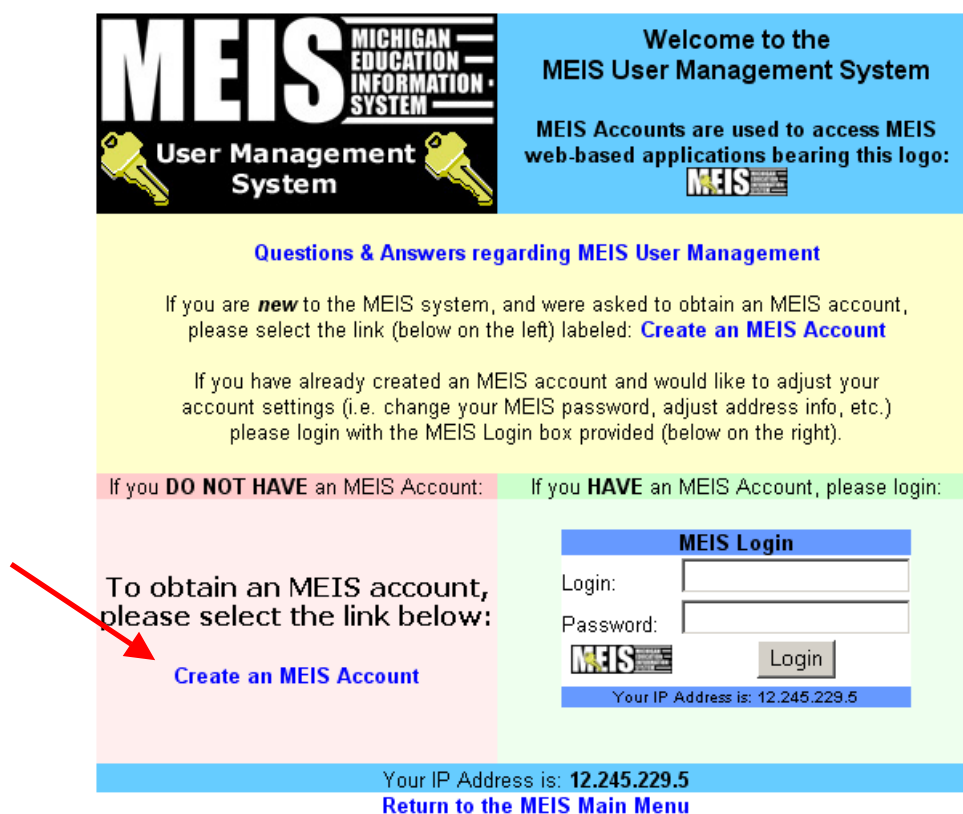
1. A blank copy of the application via a link on the Application Menu.
2. A copy of the application containing information that has been saved in MEGS via a link on the Application Menu.
3. The application page that corresponds to the Web page being viewed via a **View PDF** button on the Web page.

1.3.5 MEIS ACCOUNTS

In order to use MEGS, you must first obtain a MEIS (Michigan Education Information System) account. The MEIS account login and password are used to log into MEGS and to identify the individual user. MEGS tracks user activities by MEIS account to ensure that standard policies and procedures are being followed and that the information in the application is valid. **Sharing MEIS accounts to access MEGS is a violation of Michigan Department of Education policy.**

Obtaining a MEIS Account

Users who do not have a MEIS account must go to <http://meis.mde.state.mi.us/userman/> to create an account. There is a **Create a MEIS Account** link on the main page. Click this link to begin the process of obtaining a MEIS account.



MEIS MICHIGAN EDUCATION INFORMATION SYSTEM
User Management System

Welcome to the
MEIS User Management System

MEIS Accounts are used to access MEIS web-based applications bearing this logo:

Questions & Answers regarding MEIS User Management

If you are **new** to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: **Create an MEIS Account**

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account: If you **HAVE** an MEIS Account, please login:

To obtain an MEIS account, please select the link below:

Create an MEIS Account

MEIS Login

Login:

Password:

MEIS Login

Your IP Address is: 12.245.229.5

Your IP Address is: 12.245.229.5
[Return to the MEIS Main Menu](#)

Figure 6 – MEIS Main Page

After clicking the link, you will be guided through the four steps required to obtain a MEIS account. The steps are described in detail below.

Step 1. Type your last name in the first box and your first name in the second box. Ensure that your name is spelled correctly and is typed using correct punctuation and format. Avoid typing your name in all capital letters or lower case letters. Click **Proceed to Step 2**.

Step 2. Contact Information. Enter your basic biographical information, including your email address, primary phone number, secondary phone number (if applicable), address, city, state, and zip code. The address listed should be your official work mailing address. Correspondence may be sent to this address, so it is important that it is typed accurately in the appropriate format. Do not type a secondary address in the Address 2 box. This box should only be used if your work mailing address includes a P.O. Box or other extended address. If you work for an Intermediate School District, Local Educational Agency, or Public School Academy, the option of completing the ISD Code, District Code, and/or Building Code is provided. If you do not know your ISD Code, District Code, or Building Code, go to the School Code Master Web site at <http://meis.cepi.state.mi.us/scm> and click the **Search** link to find your district's code. Once you have entered your biographical information, click **Proceed to Step 3**.

T TECHNICAL

When you are given access to MEGS, the information that is entered while creating a MEIS account is transferred to MEGS automatically.

Step 3. Security Information. Type three question and answer sets that only you would be able to answer. If you forget your MEIS account password, you will have to call the MDE Help Desk at (517) 335-0505. A Help Desk staff member will ask you these questions to verify that you are the valid holder of the MEIS account. If you answer these questions correctly, the Help Desk staff member will reset your password so that you can use your account to access MEGS and other systems that use MEIS

! IMPORTANT

Please note that each MEIS account is an individualized account. Accounts should NEVER be shared by two or more people. Anyone detected sharing a MEIS account may have the account deleted from the system. MEGS permits multiple MEIS users to have access to the same application.

account logins and passwords. If you do not answer correctly, the password will not be reset and you will have to establish a new MEIS account in order to access MEGS. When you have entered the questions and answers, click **Proceed to Step 4**.

Step 4. Verify Account Information. Confirm the information that is presented on the page and click **Create New MEIS Account**.

Step 5. Creation of the MEIS Account. **PRINT** this page for future reference. It includes your MEIS login and password and is important to have in case you forget your login or password. MEGS requires the MEIS login and password to enter the system.

! IMPORTANT

Having a MEIS account does not automatically grant you access to MEGS. If you are an Authorized Official, the Michigan Department of Education must enter you into the system. If you are not an Authorized Official, your agency's Authorized Official must enter you into the system.

Change your password to one that you will remember by clicking the **Set your MEIS Password** link. Then be sure to keep a record of your new password. It is important to note that passwords are case sensitive.


Obtain MEIS Account for John Doe - Finished
**PLEASE BE SURE TO PRINT
THIS INFORMATION FOR YOUR RECORDS!**

The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address :	jdoo@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345

MEIS Account Info
MEIS Account ID: A1010956
MEIS Login: JohnDoe
MEIS Password: cAIQZz (note: this is a temporary password)

Follow the link below to set your MEIS Account password.
(Use the temporary password provided above to access the system.)



[Set your MEIS Password](#)

Figure 7 – MEIS Account Information Page

Updating a MEIS Account

The contact information that you typed into MEIS when creating your MEIS account is used by MEGS. When you make changes to your contact information in MEIS, these changes are transferred to MEGS automatically the next time you login to MEGS. The only information that is not transferred from MEIS to MEGS is the name of your agency. This information is set by the Michigan Department of Education, if you are an Authorized Official, or when your agency's Authorized Official gives you access to MEGS. If your agency is in the School Code Master, the agency name is shown as it is in the School Code Master and cannot be changed in MEGS. It can only be changed by updating the School Code Master database through a request to CEPI, the Center for Educational Performance Information. The procedure for doing this is described in Section 3.8 - Maintain and Update Agency Information.

To update the contact information for your MEIS account:

1. Go to <http://meis.mde.state.mi.us/userman>.
2. Type your login and password in the login and password boxes shown at the bottom right hand corner of the page and click the gray **Login** button.
3. Click the blue text that says **Edit Personal Information**.
4. Type in the new contact information.
5. Click the gray **Save Changes** button at the bottom of the screen.
6. Click the blue text at the bottom of the screen that says **Return to the MEIS User Management Main Menu**.

Note: From the MEIS User Management Main Menu, you can also view your personal information or change your password by clicking the links shown as blue text on the page.

7. Click the blue text that says **LOGOUT**.

1.3.6 AUTHORIZED OFFICIAL

Authorized Officials are individuals who have the authority to make decisions and enter into binding agreements on behalf of their agencies. Every agency must have an Authorized Official to submit an application in MEGS. Instructions for designating and updating Authorized Officials for MEGS are provided on the following pages.

Designate an Authorized Official

A MEGS Security Agreement Form must be completed, signed by your agency's Administrator (Superintendent or Director), and submitted to the Michigan Department of Education to designate an Authorized Official for your agency. To obtain the form, go to <http://meis.mde.state.mi.us> and click the **MEGS Security Agreement Form** link.

! IMPORTANT

Your agency must have an Authorized Official designated and entered into MEGS to submit applications. Two Authorized Officials are allowed per agency.

The following information is required to complete the form:

- District/Recipient Name
- District/Recipient Code
- Name, Title, Email Address, and Phone Number with area code for the person being assigned as an Authorized Official
- Valid MEIS Account Number for the person being assigned as an Authorized Official
- Signature of the person being assigned as an Authorized Official
- Signature of your agency's Administrator (Superintendent or Director)

Follow these six steps to complete the form:

1. Fill in the District/Recipient Name and Code.
2. Indicate whether the person will be the primary or alternate Authorized Official.
3. Fill in Name, Title, Email Address, and Phone Number of the person being assigned as an Authorized Official.
4. Fill in the MEIS account of the person being assigned.

5. Have the person being assigned and the agency's Administrator sign the form.
6. To submit the form, fax it to the Michigan Department of Education using the fax number provided on the form **OR** mail it to the address displayed on the bottom of the form.

Once the Michigan Department of Education receives the completed and signed MEGS Security Agreement, the Authorized Official will be entered into MEGS. This only takes a few minutes and is completed within 1 to 2 days after the form is received. As soon as the Authorized Official is entered into MEGS, he/she can login to MEGS using his/her MEIS login and password. If the Authorized Official tries to login to MEGS before being entered into the system, the following error message is displayed: **"You do not currently have a valid MEIS account in MEGS."**

Update Authorized Officials

Contact information for Authorized Officials can be changed in MEIS or MEGS. An Authorized Official can login to MEIS and follow the instructions for UPDATING A MEIS ACCOUNT. An Authorized Official can update his/her contact information in MEGS by clicking the **Edit Your Contact Information** link on the Main Menu page. This is the first page that the user sees after logging into MEGS.

If your agency wishes to change an Authorized Official, submit a request in writing with a MEGS Security Agreement for the individual who is to replace the current Authorized Official. The request must be signed by your agency's Administrator and faxed or mailed to the address listed on the MEGS Security Agreement.

Authorized Official in MEGS: Next Steps

Once an Authorized Official for your agency is entered into MEGS, your agency can complete and submit grant applications. If your agency's Authorized Official is the person who will complete the grant applications and act as the main contact person, no additional users will have to be assigned. The Authorized Official can initiate, complete, and submit applications.

If others in your agency will complete grant applications or serve as main contact persons, the Authorized Official must add these individuals to MEGS. Instructions for adding individuals from your agency to MEGS are found in Section 3.5, Add Agency Staff Members To MEGS.

The Authorized Official can choose to be the only person who performs high level administrative activities within a grant application, such as adding consortium/grant members and giving others access to the application. The Authorized Official can also delegate these activities to Application Administrators in MEGS. An Application Administrator can give others access to the application for which he/she is responsible. The Application Administrator can also perform all activities required to complete the grant application except edit the agency's contact information and submit the grant application. Only one Application Administrator can be assigned to a particular application.

A chart that displays the activities that can be performed by each security level is provided in Section 2.2, MEGS Security: An In-Depth Review.

It is important to remember that an Authorized Official always has Authorized Official privileges within an application for which his/her agency is the fiscal agent. These privileges are assigned automatically every time an Authorized Official logs into MEGS.

2. Important Information About MEGS

2.1 MEGS APPLICATION AND REPORT STATUSES

Every application and report in MEGS has a status. The purpose of the status is to provide information about where the item is in the grants process. A detailed description of each status is provided below.

Application Statuses

- ***Application in Progress*** - The applicant is in the process of completing the initial application. All portions of the application can be edited by users with appropriate security levels.
- ***Application Submitted*** - The applicant has submitted the initial application and can no longer modify it. The application has passed the initial error checking. The State Program Office has not yet begun reviewing it.
- ***Review in Progress*** - The submitted initial, modified, or amended application is being reviewed by the State Program Office. The applicant cannot modify the application.
- ***Modifications Required*** - The State Program Office has requested modifications to the application. When the status is changed to *Modifications Required*, an email notification is sent to the agency's Administrator and Main Contact Person. The Authorized Official or Application Administrator can initiate modifications by clicking the **Modify Application** button on the Main Menu.
- ***Modifications in Progress*** - The applicant is in the process of making the modifications. Consultant comments regarding the application can be viewed by clicking **View Comments** in the upper or lower navigation bar on the page(s) needing modification. Clicking **View Comments** from the **Application Menu** page displays all of the comments.
- ***Modifications Submitted*** - The applicant has submitted the modified application to the State Program Office and can no longer make changes in it. The State Program Office has not yet begun reviewing the modified application.

- ***Program Office Review Complete*** - The initial, modified, or amended application has met all of the requirements for a completed application. The applicant cannot modify the application.
- ***Grant Funds Available*** – The State Program Office has authorized funding for the application. The Fiscal Agent’s financial officer can draw down funds through the Grant Cash Management and Reporting System (previously known as the Grant Accounting System). The Authorized Official or Application Administrator can create an amendment to the application by clicking the **Amend Application** button on the Main Menu.
- ***Amendment in Progress*** – The applicant is in the process of amending the application. All portions of the application can be edited by users with appropriate security levels.
- ***Amendment Submitted*** – The applicant has submitted the amended application and can no longer make changes in it. The State Program Office has not yet begun reviewing the amended application.

If the application is a pre-application, such as the Comprehensive Community Needs and Resources Assessment (CNRA), statuses will be prefaced with “Pre-“. Examples of these statuses include: *Pre-Application in Progress* and *Pre-Application Submitted*.

Report Statuses

- ***Report Available*** – The report can now be accessed by the applicant. Only Authorized Officials or Application Administrators can initiate the report.
- ***Report in Progress*** – The applicant is in the process of completing the report. All portions of the report can be edited by users with appropriate security levels.
- ***Report Submitted*** – The applicant has submitted the report and can no longer make changes in it.

- ***Review in Progress*** - The submitted initial or modified report is being reviewed by the State Program Office. The applicant cannot modify the report.
- ***Modifications Required*** - The State Program Office has requested modifications to the report. Changes to the report can be made by returning to the report and entering new information. When changes are made, the status of the report is automatically updated to *Modifications in Progress*.
- ***Modifications in Progress*** - The applicant is in the process of making modifications. Consultant comments regarding the application can be viewed by clicking **View Comments** in the upper or lower navigation bar on the page(s) needing modification. Clicking **View Comments** from the **Application Menu** page displays all of the comments.
- ***Modifications Submitted*** - The applicant has submitted the modified report to the State Program Office and can no longer make changes in it. The State Program Office has not yet begun reviewing the modified application.
- ***Report Accepted*** - The State Program Office has completed review of the report and has determined the report is acceptable in its current state. The applicant can no longer modify the report. At this time, MEGS does not allow for amendments to be made to reports. If changes to the report must be made after it is accepted, contact the State Program Office that administers that grant program to have the report status changed to *Modifications Required* so that updates to the report can be made.

2.2 MEGS SECURITY: AN IN-DEPTH REVIEW

Security is used to ensure that grant applications contain accurate, approved information prior to their submission to the State of Michigan. In MEGS, security is designed to enforce standard policies and procedures. Security is used to ensure that applications are submitted and reviewed by personnel who are authorized to make decisions and enter binding agreements on behalf of their agency. Security is also provided to help agencies maintain their organizational roles and responsibilities within MEGS.

The security structure in MEGS contains two levels: System Security Level and Application Security Level.

2.2.1 SYSTEM SECURITY LEVEL

The System Security Level allows individuals to login to MEGS and determines whether an individual is an Authorized Official or Agency Member. An Agency Member is any individual, other than an Authorized Official, affiliated with the agency that has access to MEGS.

Authorized Official

An Authorized Official is automatically assigned an Application Security Level of Authorized Official for all applications for which his/her agency is the fiscal agent. An Authorized Official for an agency invited to be a Consortium Member for an application is automatically assigned an Application Security Level of Consortium Member. As a Consortium Member, the Authorized Official can accept or reject the invitation to become a consortium member, designate a contact person for his/her agency, and view the application.

A System Security Level of Authorized Official allows an individual to perform the following activities from the Main Menu page:

- Login to MEGS.
- Add Agency Members to MEGS by clicking the **Add Users to MEGS** link.
Note: An Authorized Official can only add Agency Members for his/her agency.
- Edit agency contact information by clicking the **Edit Your Agency Information** link.
- Edit contact information for all individuals within the agency by clicking the **Contact Information** link and then clicking the name of the person whose contact information needs to be updated.
- Edit personal contact information by clicking the **Edit Your Contact Information** link.
- Set and edit all Agency Members' Application Security Levels by clicking the **Application Security Level(s)** link.
- Update the agency's Administrator name, contact information, and Application Security Level by clicking the **Contact Information** link. Detailed instructions for this activity are found in Sections 3.7 and 3.8 - Maintain Personnel Information and Maintain and Update Agency Information.

Agency Member

An Agency Member is not an Authorized Official.

The System Security Level of Agency Member allows an individual to:

- Login to MEGS.
- Edit personal contact information by clicking the **Edit Your Contact Information** link.

Page	Functionality	Authorized Official	Agency Member
Login	Login to MEGS	Yes	Yes
Main Menu: Maintain MEGS Accounts	Add MEGS users for his/her agency	Yes	No

Main Menu: Maintain MEGS Accounts	View contact information for all individuals within the agency	Yes	Yes
Main Menu: Maintain MEGS Accounts	Edit contact information for all individuals within the agency	Yes	No
Main Menu: Maintain MEGS Accounts	Set and edit all Agency Members' Application Security Levels	Yes	No
Main Menu: Maintain MEGS Accounts	Update the agency's Administrator name, contact information, and Application Security Level	Yes	No
Main Menu: Maintain MEGS Accounts	Edit agency contact information	Yes	No
Main Menu: Maintain MEGS Accounts	Edit personal contact information	Yes	Yes
Main Menu: Additional Functions	Enter demographic data	Yes	No
Main Menu: Additional Functions	Indicate willingness to be a peer reviewer and enter personal background information	Yes	Yes

Figure 8 – System Security Level Functionality in MEGS

2.3 APPLICATION SECURITY LEVEL

An Application Security Level determines the activities that an individual can perform in MEGS for a specific application. A brief description of each of the Application Security Levels in MEGS is provided below.

- **Authorized Official (Level 5):**

- Initiate, delete, edit, submit, modify, and amend an application.
- Give others from his/her agency access to an application via the Application Security Level(s) page, which is an option on the Main Menu. This includes designating Application Administrators (AA).
- Give others outside his/her agency access to an application via the Control Access to this Application page within the application.
- Add or delete Consortium Members or Grant Members to an application and change the grant programs that are applied for within an application.
- Initiate, edit, submit, and modify a report. An AO can also add or modify a report contact.

Note: An individual with a System Security Level of Authorized Official is automatically given the Application Security Level of Authorized Official for every application initiated by his/her agency, regardless of when and by whom the application was initiated.

- **Application Administrator (Level 4):**

- Initiate, delete, edit, modify and amend an application to which he/she has been assigned; however, he/she cannot submit an application.
- Give others access to an application via the Application Security Level(s) page or the Control Access to this Application page. An AA cannot assign others an Application Security Level of Application Administrator.
- Add or delete Consortium Members or Grant Members to an application and change the grant programs that are applied for within an application.
- Initiate, edit, submit, and modify a report. An AA can also add or modify a report contact.

Note: An AA is responsible for managing an application. He/She should notify the Authorized Official when an application or report needs to be submitted, which currently must be done outside of MEGS.

- **Grant Writer (Level 2):**
 - View and edit information within the application and reports.
 - Cannot add Consortium Members or Grant Members to an application or change the grant programs that are being applied for within an application.
 - Cannot assign others access to the application.
- **Financial Officer (Level 2c):**
 - View all information within the application and edit pages found under the BUDGET PAGES heading on the Application Menu.
 - View all information within the reports.
- **Program Coordinator (Level 2d):**
 - View all of the information within the application and edit pages found under the PROGRAM INFORMATION heading on the Application Menu.
 - View and Edit information within the reports.
- **Viewer (Level 1):**
 - View all information within the application and reports, but cannot edit any information.
- **Consortium Member (Level 3):**
 - Accept or reject the invitation to become a consortium member for the application. If the invitation is accepted, the consortium member can view all of the information within the application and designate a contact person (and program coordinator, if applicable) for his/her agency.
 - View all of the information within the reports for which the invitation was accepted.
- **Consortium/Grant Member Program Coordinator (Level 3b):**
 - View all of the information within the application and edit all pages that pertain to his/her agency.
 - Edit his/her agency's budget, program information pages, and if needed, add a consortium member contact person.
 - View all of the information within the reports and edit his/her agency's program information pages.

Note: Grant Member is equivalent to Participating Agency.

Application Security Levels are designed to provide maximum flexibility for grantees. The following Application Security Level rules are important to keep in mind when using MEGS.

- **Application Security Levels assigned to an individual using the Application Security Level(s) page cause the security levels to be granted to that individual for every previously initiated application and future applications.** For instance, if an individual is given the Application Security Level of Grant Writer for the Transition Services application: He/She has access to all created Transition Services applications and the next time a Transition Services application is initiated, the individual will be given Grant Writer access to that application as well.
- **An individual can have a different Application Security Level for each application and is not required to have an Application Security Level assigned for every application.**
- **An individual's Application Security Level by grant program is displayed on both the Main Menu page and Application Menu page.**
- **Application Security Levels assigned via the Application Security Levels page supersede those that were assigned via the Control Access to this Application page.** For example, if an individual was given an Application Security Level of Grant Writer for the Early On Michigan application via the Control Access to this Application page and was then assigned an Application Security Level of Application Administrator via the Application Security Level(s) page, he/she would be recognized by MEGS as an Application Administrator for the application.

A chart providing a detailed overview of the functionality for each of the Application Security Levels is found on the following two pages. Explanations for the abbreviations used in the chart are shown below.

AO = Authorized Official (Level 5) ¹	V = Viewer (View – All) (Level 1) ²
AA = Application Administrator (Level 4)	CM = Consortium Member (Level 3) ³
GW = Grant Writer (Edit – All) (Level 2) ²	C/GMPC = Consortium/Grant Member Program
FO = Financial Officer (Edit – Budget Pages) (Level 2c) ²	Coordinator (Edit – Agency Specific Forms)
PC = Program Coordinator (Edit – Program Information) (Level 2d) ²	(Level 3b) ²

¹ Level is assigned by MDE when authorization form is received.

² Level can be assigned by an individual with an Application Security Level of Application Administrator.

³ Level is assigned automatically by MEGS to an Authorized Official when his/her agency is added to an application as a consortium member.

Page Name	Functionality	AO (5)	AA (4)	GW (2)	FO (2c)	PC (2d)	V (1)	CM (3)	C/GMPC (3b)
Main Menu	Add Agency Members to MEGS	Yes	No	No	No	No	No	No	No
Main Menu	Edit Agency Members' Application Security Levels	Yes	Yes, for assigned application(s)	No	No	No	No	No	No
Main Menu	Initiate, Delete, Modify, and Amend an Application	Yes	Yes, for assigned application(s)	No	No	No	No	No	No
Application Menu	Submit Application, Modified Application, or Amended Application	Yes	No	No	No	No	No	No	No
Control Access to this Application	Give Users' Access to Application	Yes (levels 1, 2, 3b, & 4)	Yes (levels 1, 2, & 3b)	No	No	No	No	No	No
Control Access to this Application	Delete Users' Access to Application	Yes (levels 1, 2, 3b, & 4)	Yes (levels 1, 2, & 3b)	No	No	No	No	No	No
Control Access to this Application	Edit Users Access to Application	Yes (levels 1, 2, 3b, & 4)	Yes (levels 1, 2, & 3b)	No	No	No	No	No	No
Control Access to this Application	Assign a Main Contact and a Program Coordinator/Secondary Contact	Yes	Yes	No	No	No	No	No	No
Grant Selection	Change funding sources/grant options	Yes	Yes	No	No	No	No	No	No
Grant Selection	View funding sources/grant options	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Multiple pages	View PDFs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
View a PDF of this Application	Generate updated full PDF (for applicable applications)	Yes	Yes	No	No	No	No	No	No
Grant Applicant and Contact Information	View more detailed information for Main Contact and Program Coordinator/Secondary Contact	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Page Name	Functionality	AO (5)	AA (4)	GW (2)	FO (2c)	PC (2d)	V (1)	CM (3)	C/GMPC (3b)
Grant Consortium Member and Contact Information	Assign a Main Contact	No	No	No	No	No	No	Yes	Yes
Grant Consortium Member and Contact Information	Show more detailed information for Main Contact	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Grant Member Information	Add/Remove Grant Members	Yes	Yes	No	No	No	No	No	No
Consortium Member Acceptance Information	Accept/Reject invitation to become a Consortium Member	No	No	No	No	No	No	Yes	No
Consortium Member Acceptance Information	If accept invitation, set terms of receiving just services or funds & services from Fiscal Agent)	No	No	No	No	No	No	Yes	No
Application forms under General Information	Edit application forms	Yes	Yes	Yes	No	Yes	No	No	Yes (for C/GM)
Add a budget item	Add budget item	Yes	Yes	Yes	Yes	No	No	No	Yes (for C/GM)
Add a budget item	Edit budget item	Yes	Yes	Yes	Yes	No	No	No	Yes (for C/GM)
Quick entry budget pages	Add budget items	Yes	Yes	Yes	Yes	No	No	No	Yes (for C/GM)
Budget Summary	Enter indirect cost rate	Yes	Yes	Yes	Yes	No	No	No	Yes (for C/GM)
Budget Summary	Enter business rep and program rep names and info	Yes	Yes	Yes	Yes	No	No	No	Yes (for C/GM)
Budget Detail	Initiate school budget detail	Yes	Yes	Yes	Yes	No	No	No	Yes (for C/GM)
Program Information Pages	Edit application forms	Yes	Yes	Yes	No	Yes	No	No	Yes (for C/GM specific pages)
Attachments	Upload/Delete Attachments	Yes	Yes	Yes	No	No	No	No	No
Reports and Contact Information	Initiate and Modify a Report	Yes	Yes, for assigned application (s)	No	No	No	No	No	No
Reports Menu	Submit Report	Yes	Yes	No	No	No	No	No	No

2.3 APPLICATION SECURITY LEVEL

Page Name	Functionality	AO (5)	AA (4)	GW (2)	FO (2c)	PC (2d)	V (1)	CM (3)	C/GMPC (3b)
Reports and Contact Information	Add/update report main contact	Yes	Yes	No	No	No	No	No	No
Report forms	Edit report information	Yes	Yes	Yes	No	Yes	No	No	Yes (for C/GM)
Reports Menu	Upload Attachments	Yes	Yes	Yes	No	No	No	No	Yes (for C/GM)
Reports and Contact Information	View report information and forms	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

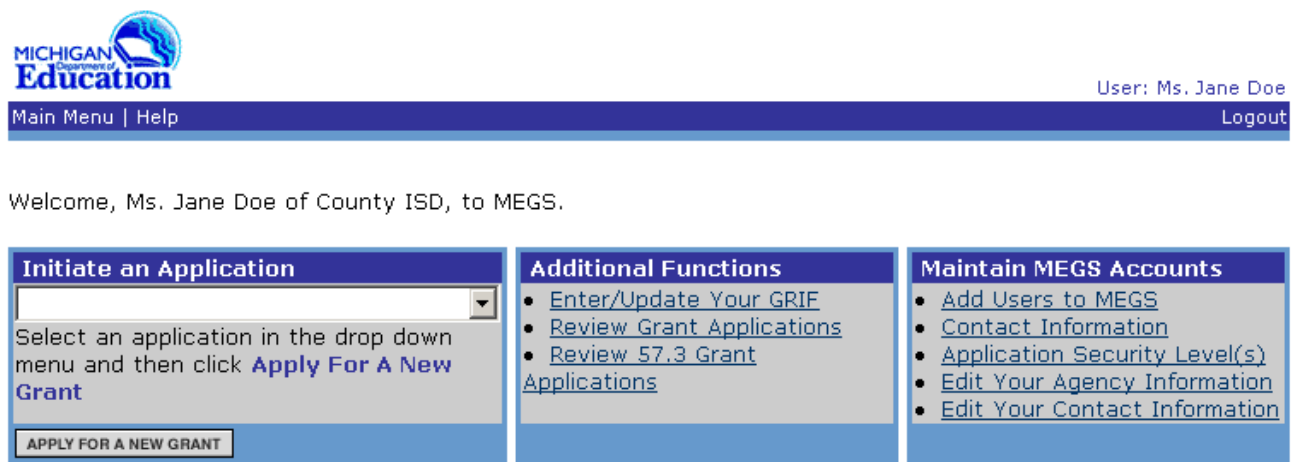
Figure 9 – Application Security Level Functionality in MEGS

2.4 MEGS APPLICATION STRUCTURE

Applications in MEGS are initiated and accessed on the Main Menu page. Once an application has been initiated, the structure of that application is presented on an Application Menu page.

2.4.1 MAIN MENU

The Main Menu is the first page users see after they have logged in to MEGS. The page is used to initiate applications and to navigate to other pages where a variety of administrative functions can be performed. Once an application has been initiated, that application is shown in a separate table on the Main Menu with buttons that provide access to the application for specific purposes.



To view an application, click the **View / Edit** button. If you have additional questions about using MEGS, please click on the *Help* tab at the top of the page.

Click the following links to navigate between grant sections in this page:
[Early On Michigan](#) | [HIV Mini-Grants](#) | [Special Education](#) | [Summer Migrant](#)

Early On Michigan			Top
Application #0102-677 County ISD		Status: Application In Progress	
Grants	Access Level	Granted By	
Early On Michigan - Regular	Authorized Official		
VIEW / EDIT	DELETE APPLICATION	MODIFY APPLICATION	AMEND APPLICATION
VIEW REPORTS		VIEW HISTORY	

Figure 10 – MEGS Main Menu Page

The Main Menu is displayed after a successful login to MEGS. Each initiated application to which you have access is shown in a separate table. The table shows the name of the application in the upper left hand corner. Below the application name is the application number and the name of the fiscal agent. Below this information is the list of grant programs that are being applied for. Next to each grant program is a security level. If this level was assigned to you from within the application, the security level and name of the person who assigned that level are shown. The name of the person is underlined if he/she has an email address in MEGS. An underlined name can be clicked to generate an email message box with the person as the recipient. The last row in the table provides buttons for the actions that are available for the application.


The buttons presented for each application are:

- **View/Edit**– This button provides a link to the Application Menu for the specific application. When the application status is *Modifications Required*, this button will be “grayed out,” and the user will use the **Modify Application** button to access the application.
- **Delete Application** – This button is available only to Authorized Officials and Application Administrators when the application status is *Application in Progress*. Once an application is submitted, it cannot be deleted. Clicking this button does not automatically delete the application. You will be asked to confirm the deletion before it is removed from the system.
- **Modify Application** – This button is available to Authorized Officials and Application Administrators when the application status is *Modifications Required*. Clicking this button changes the status to *Modifications in Progress* and allows changes in the application.
- **Amend Application** – Once the application status is *Grant Funds Available*, an Authorized Official or Application Administrator can amend the application. Clicking this button changes the status of the application to *Amendment in Progress* and allows changes in the application.
- **View Reports** – This button is available to everyone who has access to the application. Clicking on this button displays a list of the reports that will be collected in MEGS. If no reports are available in MEGS, a message will be displayed on the page that indicates this.
- **View History** – This button is available to everyone who has access to the application. Clicking on this button displays links to the submitted application and amendments, the dates that they were approved (status changed to Grant Funds Available), and a link to the amendment Justification (if applicable).

2.4.2 APPLICATION MENU

The Application menu page for a specific application is accessed by clicking the **View Application**, **Modify Application**, or **Amend Application** button in the appropriate table on the Main Menu. This page serves as the “home page” for the application and provides links to all of the pages within the application.

An example of an Application Menu is provided below.



Special Education: Flowthrough
 Applicant: County ISD (13000)
 Application #: 0304-0018 - Application In Progress
 User: Ms. Jane Doe

Main Menu | Application Menu | Help | Errors
View Comments | Logout

This "Special Education: Flowthrough" application contains the following grant(s):

Grant	CFDA #	Security Level
Flowthrough - Regular	84.027A	Authorized Official
Flowthrough - Carryover	84.027A	Authorized Official

- The current status is **Application In Progress**
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [Review Grant Selections](#)

GENERAL INFORMATION

- [Grant Contact and Fiscal Agent Information: County ISD](#)
- [Consortium/Grant Member Information](#)

BUDGET PAGES AND SUMMARY OF FUNDED COMPONENTS

	Flowthrough - R	Flowthrough - C
County ISD Summary of Funded Components	Budget	Budget

PROGRAM INFORMATION

- [Program Design: County ISD](#)

Main Menu | Application Menu | Help | Errors
View Comments | Logout

Figure 11 – MEGS Application Menu Page

The Application Menu is organized in 6 major sections: Important Information, Management Activities, General Information, Budget Pages, Program Information, and Attachments (if applicable). These sections are discussed below. A note on color coded applications (orange, blue, and green) is presented at the end of this chapter.

Important Information

- **Important Information About the [name of application]** - This link provides up-to-date information regarding the grant program(s) in the application. This information is provided by program offices and should be read before starting the application process. A separate browser window is displayed with options to **Close** or **Print** the window. To print the information, change the orientation from portrait to landscape.
- **Assurances and Certifications** – This link displays pertinent Assurances and Certifications for the grant program(s) in the application. To print the Assurances and Certifications, change the orientation from portrait to landscape.

Management Activities

- **Control Access to this Application** – This link displays a table that lists the people who have access to the application. An Authorized Official or Application Administrator can use this page to assign:
 - Access to the application to people outside of his/her agency.
 - Main Contact and Program Coordinator/Secondary Contact (if applicable).
 - Remove individuals' access temporarily by making them inactive.
 - Remove individuals' outside his/her agency access permanently by deleting their access.
- **Review Grant Selections** – This link allows the Authorized Official(s) or Application Administrator to modify the grant programs selected when the application was initiated. Adding grant programs to the application by designating them as “Apply Now” or “Apply Later” causes new pages to be displayed in the Application Menu. If grant programs are designated as “Apply Later”, error checking is not applied to the pages specific to those grant programs. Removing grant programs from the application by designating them as “Do Not Apply” causes the pages specific to those grant programs to be removed. Any information entered on those pages is deleted from MEGS.

- **View a PDF of this Application** – This link generates a PDF of the application that displays the information in the application in a format suitable for printing. If the application is large, the option to print the application in sections is provided. The **(Blank PDF)** link next to the **View a PDF of this Application** link is used to generate a blank PDF of the application form. A PDF can be printed or saved to your computer.

General Information

- **Grant Contact and Fiscal Agent Information: [name of fiscal agent]** – This link displays the Grant Contact and Fiscal Agent Information page. The page provides contact information for the designated Main Contact, Program Coordinator/Secondary Contact (if applicable), and Fiscal Agent. The Main Contact must have a valid MEIS account, access to MEGS, a phone number, and an email address to receive grant-related correspondence.
- **Consortium Member: [name of consortium member]** – This link is shown if a Consortium Member has been added to the application. Use this link to view the contact information for the Consortium Member and the Consortium Member's Main Contact and Secondary Contact (if applicable).
- **Consortium/Grant Member Information** – This link is used to add Consortium or Grant Members to the application. **Consortium Members** are agencies that receive allocations from the State and are eligible to be Fiscal Agents, but have chosen to join a consortium. They will receive services or funds and services from the Fiscal Agent as a Consortium Member. **Grant Members** are agencies that do not receive allocations but will receive funds from the Fiscal Agent. This link will not be shown if Consortium or Grant Members are not allowed by the grant program. **Participatory Agencies** are equivalent to **Grant Members**.
- **Grant Consortium Acceptance Information** – This link displays for the Authorized Official of the Consortium Member agency. It allows the Authorized Official to accept or reject the invitation to become a Consortium Member and to indicate whether his/her agency will receive services or funds and services from the Fiscal Agent. This page must be completed for the application to be submitted.

- **Links to additional pages** – One or more pages may be displayed under the **Consortium/Grant Member Information** link. Click these pages and follow the instructions on the pages to complete them.

Budget Pages

Budget links on the Application Menu for the Fiscal Agent will take the user to the Budget Summary for the specified grant within the application. From the Budget Summary, the user can navigate to various budget-related areas, including Capital Outlay, Special Education Composite Budgets, and Special Education Summary of Funded Components, as well as budget information for individual agencies that are part of the application.

- **Budget** – Click this link for the first agency listed in the table, which should be the Fiscal Agent, to see the Budget Summary for the specified grant. From this page, you can set the indirect cost rate for the Fiscal Agent (and Consortium Members that are receiving funds from the Fiscal Agent or Grant Members, if applicable), and enter the names and phone numbers of the business office and program office representatives for the grant program
 - Click this link for agencies listed below the Fiscal Agent to view their budget details (applicable only if the application includes Consortium Members that are receiving funds from the Fiscal Agent or Grant Members).
 - A star will be displayed next to the budget link if budget items have been entered for the budget.
- **Summary of Funded Components** – If the application is Special Education Flowthrough, Preschool, EOSD, or TMT, this link is displayed under the agency's name. Click this link to view the Summary of Funded Components, which is generated automatically based on the budget items that have been entered.

The pages in the budget section provide access to a set of navigation tabs and quick links that allow you to access other budget-related pages in MEGS. The additional pages are:

IMPORTANT

To **edit a budget item**, click the underlined description of the budget item.

- **Budget Detail** – This page displays the budget detail, which is created automatically by MEGS. It lists each budget item by function code, object class, and then alphabetically within object class. It also sums the budget items by function code and as a total. **To edit or delete a budget item, click the underlined description of the budget item** or click the **Edit Budget Detail** tab, which allows all items to be edited at once. To delete the entire budget detail that is displayed (all budget items for the agency listed at the top of the page), click the **Delete Budget Detail** tab.
- **Capital Outlay** – If capital outlay items were added to the budget, they are displayed on this page with the justification for their purchase.
- **Composite Budget** – This page displays only for grant programs that are administered by the Office of Special Education and Early Intervention Services. The page provides a more detailed view of the Budget Summary by function and program codes.
- **Add Budget Item** – This page is used to enter budget items one at a time.
- **Quick Links: Add Personnel | Add Other | Add Capital Outlay** – These pages allow you to enter budget items ten at a time.
 - Click **Add Personnel** to enter Salaries and Benefits.
 - Click **Add Other** to enter Purchased Services, Supplies and Materials and Other Expenses.
 - Click **Add Capital Outlay** to enter Capital Outlay.

The budget tabs are color coded for easy recognition of the page you are viewing. A yellow tinted tab signifies the current page, and blue tinted tabs signify other pages in the budget section. The **View PDF** tab generates a PDF of the budget page that you are viewing.

The buttons at the bottom of the budget pages provide redundant navigation. Instead of returning to the top of the page, click any of the buttons to go to the corresponding page.

Program Information

- **Links to program information pages** – The pages under this heading are specific to the grant program(s) included in the application. Click the links to these pages and follow the instructions on the pages to complete them. Detailed instructions for completing these pages are provided in the Annex section specific to the application.

- **Tree structured program information pages** – Some applications can become very lengthy. In order to make the Application Menu manageable, some forms may have a “+” sign next to them. Click on the “+” sign next to the form name to display all of the program information pages that pertain to this item.

Attachments

- **Links to required and/or allowed attachments** – If the grant application requires or allows attachments, a link is provided under this section for each attachment.
 - Click the **Upload** link to upload the attachment. (Note: MEGS prohibits the upload of high risk files such as those that end with the extension .exe or sound or video clips.) Once the attachment has been uploaded, the link will change to **Delete**.
 - Click the **Delete** link to remove the attachment.
 - Click the underlined name of the attachment to view the attachment. This will cause a separate browser window to open that displays the attachment.

Color Coding

MEGS applications are color coded by fiscal year to help separate applications and avoid confusion. The following colors are currently used in MEGS:

- Orange – FY 2002 (2001-02) applications
- Blue – FY 2003 (2002-03) applications
- Green – FY 2004 (2003-04) applications

3. How to use MEGS

3.1 LOGIN TO MEGS

An individual with a valid MEIS account who has been given access to MEGS by the Michigan Department of Education or his/her agency's Authorized Official can login to MEGS with his/her MEIS login and password. Individuals who are only **peer reviewers** in MEGS can login after they create their MEIS accounts.

Follow these steps to login to MEGS:

1. Find a computer with a live Internet connection.
2. Open a Web browser – Internet Explorer 4.0 (or higher) or Netscape Navigator 4.0 (or higher)
3. Type in the following address: <http://meis.mde.state.mi.us/megs/> or go to <http://meis.mde.state.mi.us> and click the **Michigan Electronic Grants System (MEGS)** link.
4. Click the **Login to MEGS** button. The following blue login area will be shown.



The screenshot shows a blue login interface. At the top, there are two white text input fields. The first field is labeled "Login:" and the second is labeled "Password:". Below these fields is a gray button with the word "Login" in white. Under the button, there is a line of text: "If you do not have a MEIS account, please visit <http://meis.mde.state.mi.us/userman> to request one." At the bottom of the interface is the MEIS logo, which includes the text "MEIS" and "Michigan Electronic Information System" below it.

Figure 12 – MEGS Login Area

5. Type your MEIS account login in the first text box. The login consists of 8 characters – it is typically the first 6 characters of your last name followed by the first 2 characters of your first name.
6. Type your MEIS account password in the second text box. The box is “case sensitive,” which means that your password must be entered using the correct upper and lower case characters.
7. Click the gray **Login** button.

3.2 LOGIN ERROR MESSAGES

If your login to MEGS was successful, you are automatically taken to the MEGS Main Menu page. If your login to MEGS was not successful, one of the following errors will be shown on the login page:

- **The system could not log you in. Please enter your login and password and try again.** This error means that the MEIS username or password was not correct. To correct the error, reenter your MEIS login and password and click the **Login** button. If you continue to receive this error, contact the Michigan Department of Education Help Desk by email at help-desk@michigan.gov or by phone at (517) 335-0505.
- **You do not currently have an active MEIS account in MEGS.** This error means that you have a valid MEIS account in MEGS, but that the account is not active. Contact your agency's Authorized Official to make you an active user.
- **You do not currently have a valid MEIS account in MEGS.** This error means that you have a valid MEIS account, but you have not been given access to MEGS. If you are not an Authorized Official, contact your agency's Authorized Official to give you access to MEGS. If you are an Authorized Official and have not submitted the MEGS Security Authorization form, go to <http://meis.mde.state.mi.us/> and click the **MEGS Electronic Form** link. Complete the form and submit it to the Michigan Department of Education. If you are an Authorized Official and have submitted the MEGS Security Authorization form, contact Andy DeYoung at the Michigan Department of Education by phone at (517) 373-1806 or by email at DeYoungA@michigan.gov.
- **The system could not log you in due to technical difficulties. Please try again later.** This error means that the system that authenticates MEIS accounts is down or that another unspecified network problem is occurring.

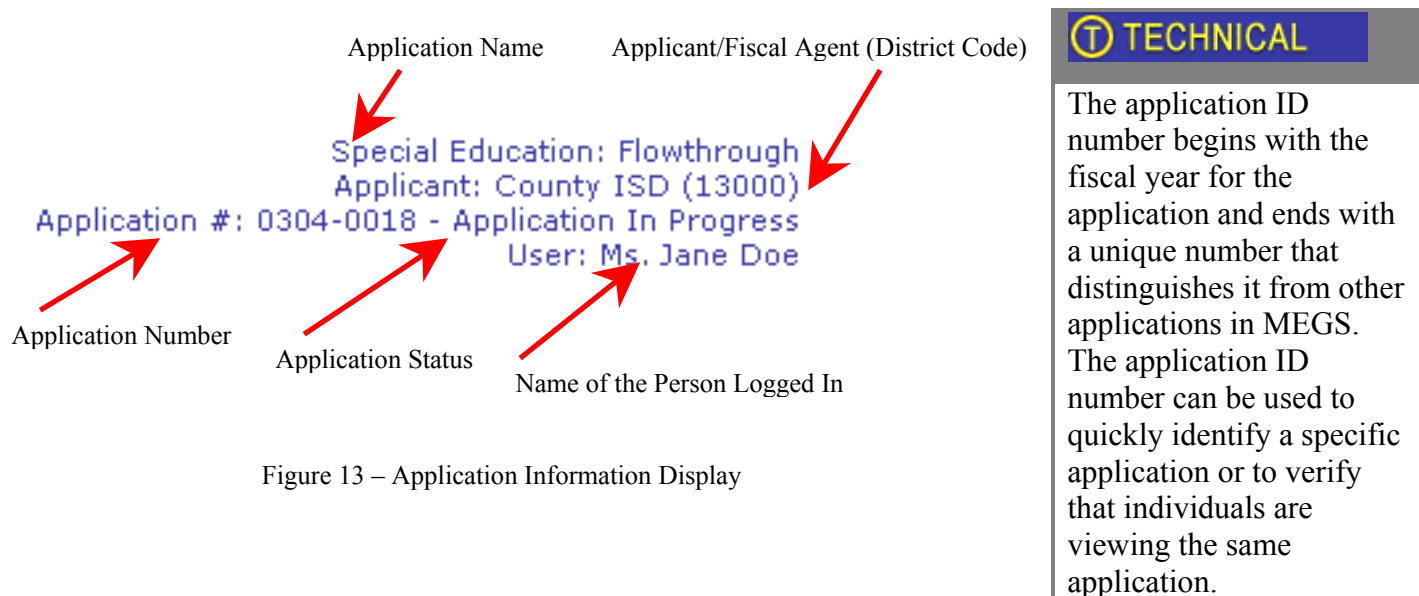
You may also find that a message stating that MEGS is temporarily unavailable is shown on the MEGS login page. This message appears when updates are being made to the system. Updates are normally conducted after 5 p.m. on a business day, but may occur during working hours if necessary. A typical MEGS update takes approximately one hour. If this message is shown, come back to the MEGS Web site at a later time.

3.3 TIPS FOR USING MEGS

- Read the Help information for every page by clicking the **Help** link in the header or footer of the page. Help in MEGS is page specific and has been written by the grant consultants to provide guidance in completing the application.
- Read and follow the instructions on every page.
- Do not use the Web browser **Back** or **Forward** buttons.
- Read the Important Information about the grant by clicking the link on the Application Menu.
- View the example for every page that has a **View Example** link.
- Pay attention to the notices and information that the State Program Office provides.
- If you are experiencing technical difficulties, contact the Michigan Department of Education Help Desk by phone at (517) 335-0505 or by email at help-desk@michigan.gov.
- Contact your State Program Office consultant with program/content related questions.

3.4 MEGS NAVIGATION

Navigation in MEGS is simplified by the use of a standard navigation bar and a dynamic JavaScript menu. Both of these navigational features are available in the header and footer at the top and bottom of every page. On the right side of the header, MEGS displays the following information on the application that is currently being viewed: application name, applicant/fiscal agent (district code), application number (a unique number generated by MEGS), application status, and name of the person who is logged in.



Application Name Applicant/Fiscal Agent (District Code)

Special Education: Flowthrough
Applicant: County ISD (13000)

Application #: 0304-0018 - Application In Progress
User: Ms. Jane Doe

Application Number Application Status Name of the Person Logged In

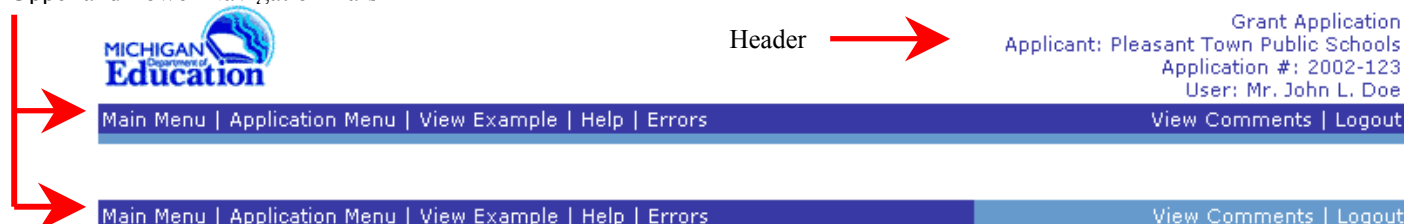
TECHNICAL

The application ID number begins with the fiscal year for the application and ends with a unique number that distinguishes it from other applications in MEGS. The application ID number can be used to quickly identify a specific application or to verify that individuals are viewing the same application.

Figure 13 – Application Information Display

The links shown in the header or footer of the page as white text on a horizontal blue bar are the main navigation links. They are used by placing the cursor over the link and then clicking the link. An example of the MEGS navigation bars with the header information is provided below. A detailed description of these links is provided on the following two pages.

Upper and Lower Navigation Bars



Header

Grant Application
Applicant: Pleasant Town Public Schools
Application #: 2002-123
User: Mr. John L. Doe
View Comments | Logout

Main Menu | Application Menu | View Example | Help | Errors View Comments | Logout

Figure 14 – MEGS Navigation Bars

Main Menu – This link takes you to the Main Menu, the first page that you see after you login to MEGS. The Main Menu provides a list of the applications that you can initiate (if applicable) or view. It also contains links to update contact information and perform other administrative functions, as well as a separate table for each application that has been initiated.

Application Menu – This link takes you to the “home page” for the application that you are currently viewing. Another feature built into this link is a JavaScript menu that allows quick access to the pages in the application.

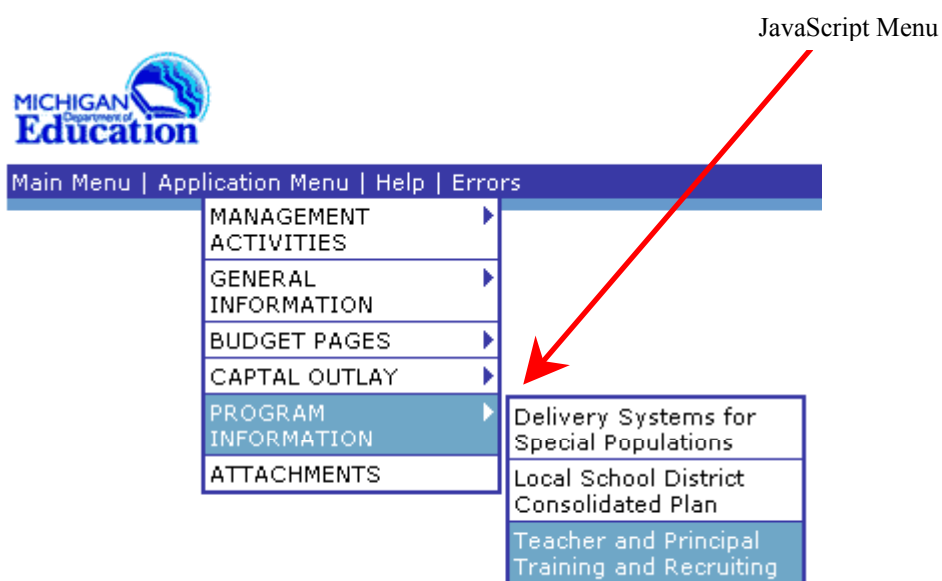


Figure 15 – MEGS JavaScript Menu

Report Menu – This link is displayed when a report is being viewed. Click this link to return to the Reports and Contact Information page.

Help – This link provides specific Help information for the page that you are viewing in a smaller,

separate browser window.

! IMPORTANT

To **correct an error**, click the underlined name of the page on which the error is found.

Errors – This link takes you to a page that provides a list of the errors currently found in the application. Each error message contains a link to the page in the application where the error is found.

View Example – If an example for the page is provided as a guide to help you complete it, this link is present in the navigation bar. Clicking on this link causes a PDF of the example to be shown in a separate browser window.

View Comments – This link is shown if someone at the State Program Office has made comments regarding the page that you are viewing. The comments are specific to the page that you are working on, so this link may show on some pages but not others.

Logout – This link logs you out of the system. You can also exit the system by closing the browser window that you are using to view MEGS.

3.5 ADD AGENCY MEMBERS TO MEGS

Authorized Officials can add people to MEGS for their agency by following the steps listed below:

1. Login to MEGS.
2. Click the **Add Users to MEGS** link on the Main Menu.
3. Type in the MEIS account ID numbers of the people to be added.
 - a. Every person who is added to MEGS by an Authorized Official or an Application Administrator is automatically assigned to the agency of the Authorized Official.
4. Click the **Verify** button at the bottom of the page.
 - a. MEGS will confirm whether or not the individual to be added has a valid MEIS account and whether or not the individual is already in MEGS.
 - b. If the user has a valid MEIS account and is not already in MEGS, a checkbox will appear under the “Confirmed” column.
 - c. If the MEIS user is already in MEGS, the following message will be displayed: **Already in MEGS**.
 - d. If the user does not have a valid MEIS account, the follow message will be displayed: **Invalid MEIS account**.
5. Click the **Save** button at the bottom of the page.
 - a. The individuals who had valid MEIS accounts and were not already in MEGS are added to the system as assigned as Agency Members.
 - b. The Authorized Official or Application Administrator is returned to the Add Users to MEGS page to continue adding users.
6. Once the Authorized Official or Application Administrator has completed adding users to MEGS, he/she should click the **Contact Information** link and then click on the names of the users to enter their contact information. (Note: A salutation is mandatory when adding contact information.) Contact information can also be added by each user when he/she logs in and clicks the **Edit Your Contact Information** link.
7. After completing this task, the Authorized Official or Application Administrator can click the **Main Menu** link in the header or footer of the page to continue using MEGS or click the **Logout** link to exit MEGS.

3.6 SET APPLICATION SECURITY LEVELS IN MEGS

The Application Security Level(s) page is accessible via the Main Menu or the Contact Information page. Authorized Officials can set and edit Application Security Levels for all individuals within their agencies. Application Administrators can set and edit Application Security Levels **ONLY** for the application(s) to which they have been assigned as Application Administrators.

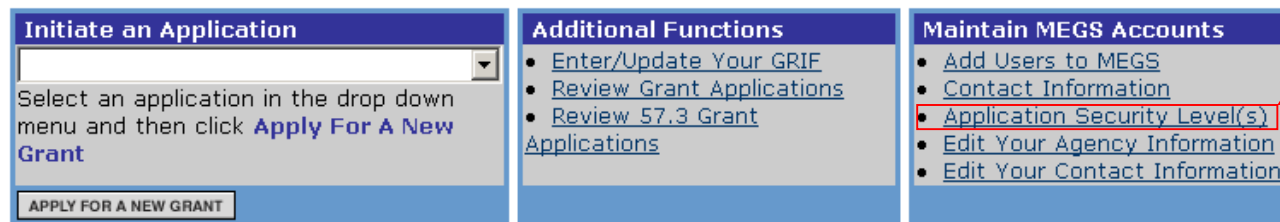
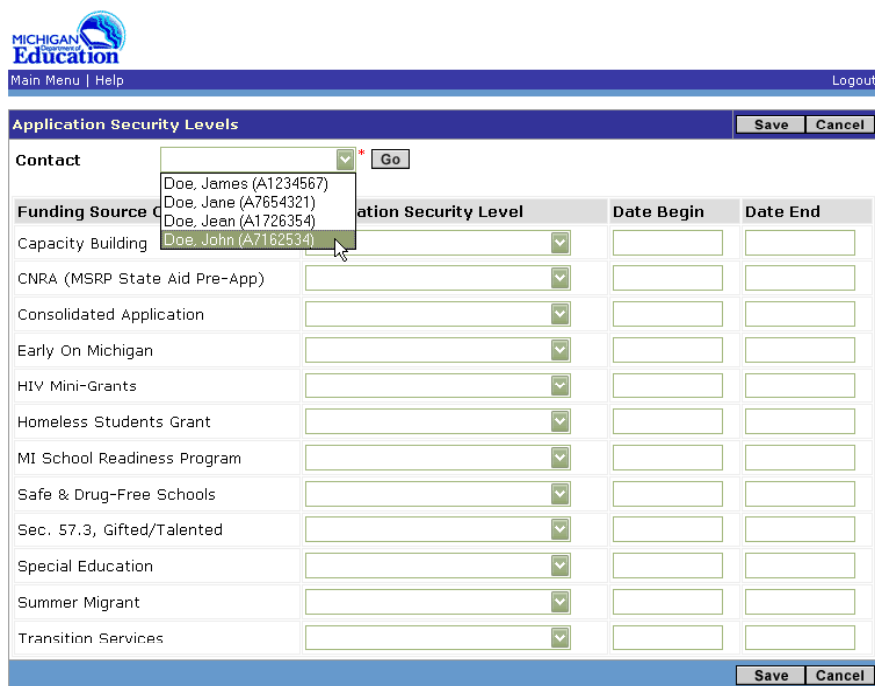


Figure 16 – Main Menu: Application Security Level(s) Link

To set an Application Security Level:

1. Go to the Application Security Level(s) page by clicking the **Application Security Level(s)** link on the Main Menu or clicking the **Contact Information** link on the Main Menu and then clicking an Agency Member's **Application Security Level(s)** link. Select the name of the person for whom you wish to set Application Security Levels in the Contact drop down box and click the **Go** button.



The screenshot shows the 'Application Security Levels' page. At the top, there is a 'Contact' dropdown menu with a 'Go' button. Below this is a table with the following columns: 'Funding Source', 'Application Security Level', 'Date Begin', and 'Date End'. The table lists various funding sources and their corresponding security levels. A dropdown menu is open for the 'Contact' field, showing a list of names and IDs.

Funding Source	Application Security Level	Date Begin	Date End
Capacity Building			
CNRA (MSRP State Aid Pre-App)			
Consolidated Application			
Early On Michigan			
HIV Mini-Grants			
Homeless Students Grant			
MI School Readiness Program			
Safe & Drug-Free Schools			
Sec. 57.3, Gifted/Talented			
Special Education			
Summer Migrant			
Transition Services			

Figure 17 – Application Security Level(s) Page

2. Set the Application Security Level for each application by selecting the Application Security Level in the appropriate drop down box.

Note: Application Administrators will not be able to click the boxes for the applications to which they are not assigned as Application Administrators.

3. If the Application Security Level should be time sensitive, enter the begin date and end date for which the level should be active. Type in the date as mm/dd/yyyy (e.g., 03/01/2003).
4. Click the **Save** button.
5. If you do not want to save the changes you make to an Application Security Level, click **Cancel**. Clicking this button reverts to the information on the page that was previously saved in MEGS.
6. If you would like to set or edit Application Security Levels for another Agency Member, select his/her name in the Contact drop down box and then click the **Go** button. Clicking the **Go** button is critical. If you do not click the **Go** button, the person's Application Security Levels will not be retrieved from the database. This means that you will be working with the Application Security Levels for the previous Agency Member.

When setting Application Security Levels, it is important to note the following:

- From this point on, the Agency Member will be granted access to any existing and future application for which he/she has an Application Security Level.
- The only people listed in the Contact drop down box are those who are active in MEGS (the Active field for the user is checked), who are affiliated with the agency of the Authorized Official or Application Administrator, and who are Agency Members.

Note: Anyone who does not fit these criteria will have a message listed to the right of his/her name on the Contact Information page.

- “Currently inactive” means that the person does not have the “Active” box checked for his/her account and cannot login to MEGS. An Authorized Official can check or uncheck this box.
- “System Security Level Not Set” means that the person does not have a System Security Level. If this error is received, contact your program office grant consultant.

3.7 MAINTAIN PERSONNEL INFORMATION

An Authorized Official can edit the contact information for all individuals who are in MEGS for his/her agency, update the agency's Administrator/Superintendent/Director, and remove access to MEGS for anyone in MEGS for his/her agency.

To perform any of these activities an Authorized Official must:

1. Login to MEGS.
2. Click the **Contact Information** link on the Main Menu. The page displayed lists the names and MEIS account ID numbers of all of the individuals who are in MEGS for the Authorized Official's agency. To the right of each name is a link to the Application Security Level assignments for each individual. If a number is displayed instead of a MEIS account ID, this person was added to MEGS as the Administrator for the agency from the School Code Master when MEGS was being developed.

List of MEGS Users for Your Agency (MEIS Account ID #)	
James Doe (A1234567)	Authorized Official
Jane Doe (A1726354)	Application Security Level(s)
John Doe (A7654321)	Application Security Level(s)

Figure 18 – Display of MEGS Users for Agency

3. Click the name of the person whose contact information or access needs to be changed. The page displayed lists the contact information for the person. The information that can be changed is displayed in text boxes.
4. Type the new contact information in the text boxes, make new selections in drop down boxes, or check/uncheck any check boxes that are shown.
 - a. If you want to remove this person's access to MEGS, uncheck the box for Active. When this box is unchecked, the person cannot login to MEGS.
 - b. If this person is the Administrator (Superintendent or Director) for the agency, the contact type will be Administrator. If your agency has a new Administrator, change the contact type of the old Administrator so that it is blank. Then select Administrator as the contact type of the new Administrator. An Authorized Official who is not the agency's Administrator should have a contact type of Authorized Official.

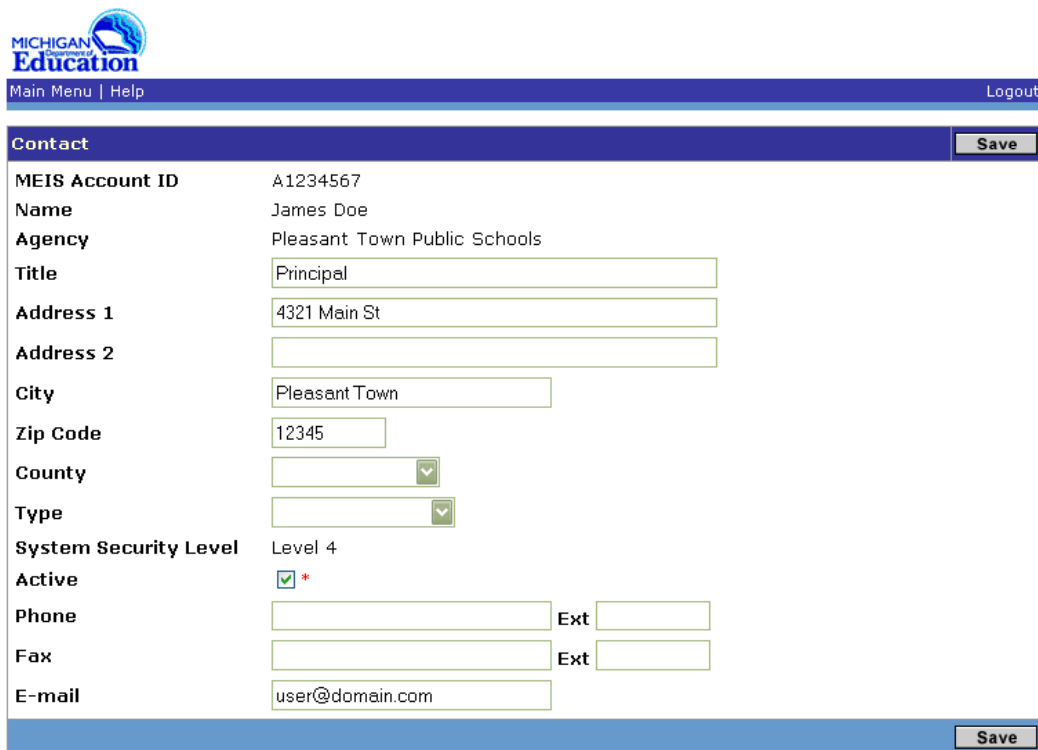


Figure 19 – MEGS User Contact Information Page

5. Click the **Save** button.
6. If you do not want to save the changes you have made, click **Cancel**. Clicking this button reverts to the information on the page that was previously saved in MEGS.
7. Click the **Main Menu** link to return to the Main Menu page.

If your agency is listed in the School Code Master and your Administrator has changed, it is important to update the Administrator's name and contact information in the School Code Master. MEGS receives periodic updates from the School Code Master, and if this information is not changed, MEGS will revert to the old information in the School Code Master after the update.

3.8 MAINTAIN AND UPDATE AGENCY INFORMATION

Your agency's contact information can be modified in MEGS by your agency's Authorized Official. When an Authorized Official logs in to MEGS, an **Edit Your Agency's Information** link is displayed on the Main Menu page. Your agency's name, district/recipient code, federal employee identification number (FEIN), county and agency type (ISD, LEA, PSA, School, Head Start Agency, or State Agency) cannot be changed in MEGS. The only information that can be changed is the address, city, zip, phone, fax and email.

If your agency is listed in the School Code Master, any agency information updated in MEGS should also be updated in the School Code Master. Periodically, MEGS is updated from the School Code Master to ensure that current information is always present in the system. If your agency's Authorized Official makes changes to your agency's information in MEGS but does not make the changes in the School Code Master, the changes will be overwritten when MEGS is updated from the School Code Master.

3.8.1 REVIEW AND UPDATE THE SCHOOL CODE MASTER (SCM)

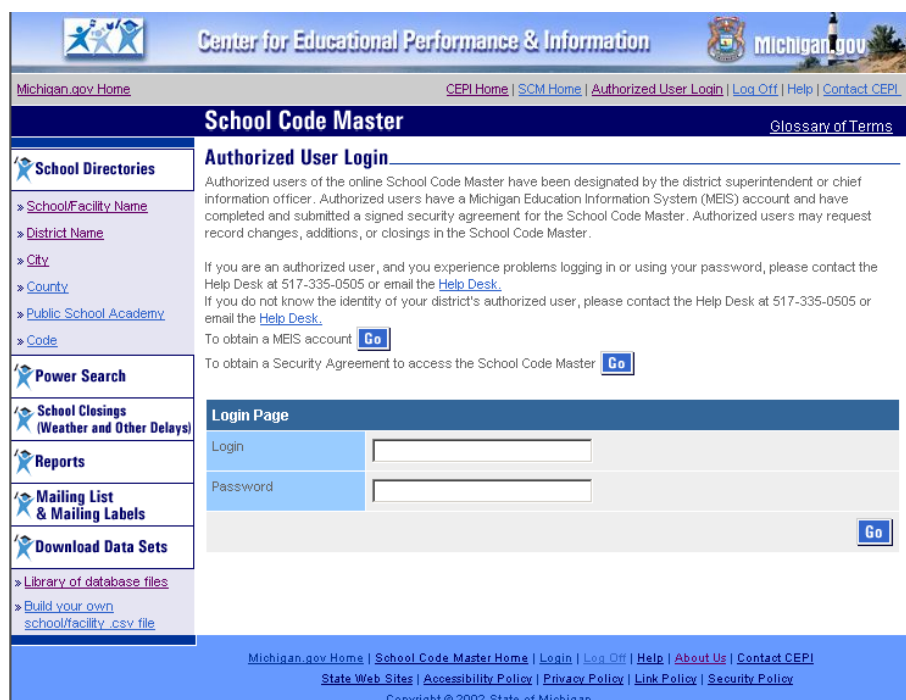
The School Code Master (SCM) can be accessed through the Michigan Education Information System (MEIS). One or more individuals can be authorized by your district Administrator/Superintendent/Director to access and make changes to the SCM. **If you do not know who is your school's authorized user, contact the Michigan Department of Education (MDE) Help Desk at 517-335-0505 or email the MDE Help Desk at Help-Desk@michigan.gov.**

How to Become an Authorized User

1. If you do not have a MEIS account, go to <http://meis.mde.state.mi.us> and obtain an account. If you already have a MEIS account, you do not need to create another account. After you have established your account, go back to the main MEIS page: <http://meis.mde.state.mi.us>
2. On the main MEIS page, move the scroll bar on the right down until you come to the section dealing with the School Code Master.
3. Click **School Code Master Security Agreement**. As noted on the page, you will need to have Adobe Acrobat Reader installed on your machine. If you do not have this on your machine, click **Adobe Acrobat Reader**. This will take you to a Web site where you can download a free copy.
4. When you click **School Code Master Security Agreement**, Adobe Acrobat will open the document automatically. Print this document, read the instructions, complete the agreement, and fax it to (517) 241-4058 (MDE Help Desk).
5. When the MDE Help Desk has received your signed security agreement (the agreement must be signed by the person who will access the SCM and the Administrator), they will open a link that will allow you to access and update the School Code Master.
6. To access the SCM in order to update it, go to <http://meis.mde.state.mi.us> and click **School Code Master**, or go directly there via <http://www.michigan.gov/scm>.
7. Additional information about SCM authorized users can be found at <http://www.michigan.gov/scm> by clicking the **Authorized User Login** link at the top of the web page.

How to Update Your School's Contact and Superintendent Information

1. Go to <http://www.michigan.gov/scm> and click on the **Authorized User Login** link at the top of the web page. Information about the editing process will be displayed.
2. Enter your MEIS login and password into the boxes near the bottom of the page and then click the **Go** button.



The screenshot shows the 'School Code Master' login page. At the top, there is a navigation bar with links: Michigan.gov Home, CEPI Home, SCM Home, Authorized User Login, Log Off, Help, and Contact CEPI. The main heading is 'School Code Master' with a 'Glossary of Terms' link. Below this is the 'Authorized User Login' section. It contains a paragraph explaining that authorized users are designated by the district superintendent or chief information officer and have a Michigan Education Information System (MEIS) account. It also provides contact information for the Help Desk at 517-335-0505 or via email at Help-Desk@michigan.gov. There are two 'Go' buttons: one for obtaining a MEIS account and another for obtaining a Security Agreement. On the left side, there is a sidebar with links to School Directories (School/Facility Name, District Name, City, County, Public School Academy, Code), Power Search, School Closings (Weather and Other Delays), Reports, Mailing List & Mailing Labels, Download Data Sets, Library of database files, and Build your own school/facility .csv file. At the bottom, there is a footer with links to Michigan.gov Home, School Code Master Home, Login, Log Off, Help, About Us, Contact CEPI, State Web Sites, Accessibility Policy, Privacy Policy, Link Policy, and Security Policy, along with a copyright notice for 2002 State of Michigan.

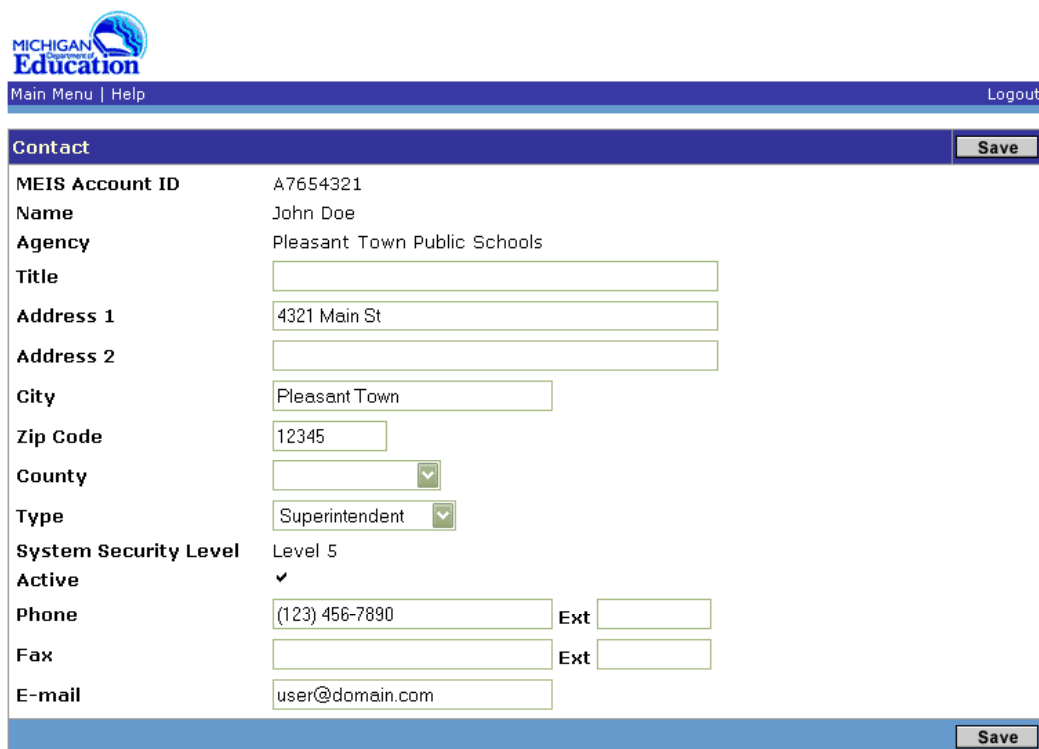
Figure 20 – School Code Master Authorized User Login Page

3. Follow the instructions that are provided on the pages.
4. If you have questions or trouble while updating information, click the **Help** link at the top of the web page. A new, smaller browser window will appear with helpful information. When you are finished previewing the text, click the **Close** button or click the **x** in the upper right hand corner of the browser window. If the information does not help to resolve your problem, contact the MDE Help Desk by phone at 517-335-0505 or email at Help-Desk@michigan.gov.
5. When you are ready to log out of the system, click the **Log Off** link at the top of the web page.

3.9 EDIT YOUR CONTACT INFORMATION

Updating contact information in MEGS can be done by following the steps listed below.

1. Login to MEGS.
2. Click the **Edit Your Contact Information** link on the Main Menu.
3. Change any information that is enclosed within a box. Information that is not enclosed in a box cannot be changed.
4. Click the **Save** button.
5. If you do not want to save the changes you have made, click **Cancel**. Clicking this button reverts to the information on the page that was previously saved in MEGS.
6. To return to the Main Menu, click the **Main Menu** link in the header or footer of the page.



Contact		Save	
MEIS Account ID	A7654321		
Name	John Doe		
Agency	Pleasant Town Public Schools		
Title			
Address 1	4321 Main St		
Address 2			
City	Pleasant Town		
Zip Code	12345		
County			
Type	Superintendent		
System Security Level	Level 5		
Active	✓		
Phone	(123) 456-7890		Ext
Fax			Ext
E-mail	user@domain.com		
		Save	

Figure 21 – Edit Contact Information Page

3.10 INITIATE APPLICATIONS

An Authorized Official can initiate applications for all of the grant programs available to his/her agency as a single applicant or as a fiscal agent for a consortium. An Application Administrator can initiate only those applications to which he/she is assigned as the Application Administrator. For instance, a person who is an Application Administrator for the Special Education: Flowthrough application and a Grant Writer for the Early On Michigan application can initiate a Special Education: Flowthrough application, but cannot initiate the Early On Michigan application. An Authorized Official can initiate an application for both Special Education: Flowthrough and Early On Michigan. An Authorized Official is also given access automatically to an application initiated by the Application Administrator or another Authorized Official for his/her agency.

When an Authorized Official or Application Administrator initiates an application, the agency of the person who initiates the application becomes the applicant (Fiscal Agent) for the application. This means that the Fiscal Agent for a consortium must initiate the application. If the consortium decides to change the Fiscal Agent, the application must be deleted by the old Fiscal Agent and then initiated by the new Fiscal Agent. The information in the application has to be reentered by the new Fiscal Agent.

To initiate an application, an Authorized Official or Application Administrator must:

1. Login to MEGS.
2. Locate the box in the upper left hand area of the Main Menu page labeled **Initiate an Application**.

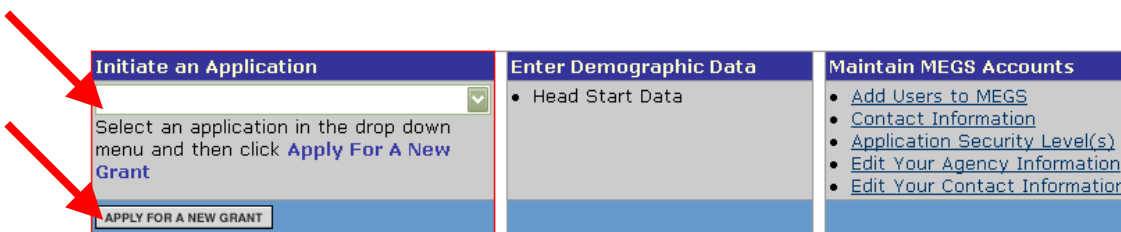


Figure 22 – Main Menu: Initiate An Application

3. Select the application that your agency wishes to apply for in the drop down box.
4. Click **Apply for a New Grant**.

5. If the application contains more than one grant program, you will be asked which grant program(s) you wish to apply for now, later, or not at all. Note that a regular grant program and a carryover grant program are considered two different grant programs.
 - a. You can change this selection at any time during the application process if the status of your application is *Application in Progress*, *Modifications in Progress*, or *Amendment in Progress* by clicking the **Review Grant Selections** link on the Application Menu.
 - b. If you choose to not apply for a grant program, the forms for that grant program will not be included in the application.
 - c. If you choose to apply for a grant program later, the forms for that grant program will be included in the application; however, error checking will not occur on these forms until you change the selection to “Apply Now”.
 - d. If you had chosen to apply now or apply later for a grant program and then choose to not apply, the forms, and any information in the forms, will be deleted from the application.
 - e. To select the grant program(s) for which you wish to apply now, later and not at all, click the radio button(s) that indicate your choice.
6. If your agency submitted an application for the grant program last year, you will be asked whether or not you would like to carry information forward from last year into this year’s application. To indicate if you would like to carry information forward, check the appropriate boxes on the page. The information that is carried forward is from the most current approved application.
7. Click **Apply**.
8. You are now on the Application Menu page. This page acts as the “homepage” for the application.
9. Click the **Main Menu** link in the header or footer of the page to return to the Main Menu and see that the application is now listed on this page. The status will be *Application in Progress*. The status of the application will change throughout the grant process. To learn more about the statuses, click the **Help** link in the header or footer of the page, or refer to Section 2.1 - MEGS Application Statuses.

3.11 CONTROL ACCESS TO A SPECIFIC APPLICATION

Once an application has been initiated, an Authorized Official or Application Administrator can give people outside of his/her agency access to the application. These people must have been given access to MEGS, be active within the system, and have a System Security Level. When access is given, it is only for the specific application. Giving people access to this application does not allow them to have access to any other applications in MEGS.

To give another person access to an application, the Authorized Official or Application Administrator for the application must:

1. Click the **Control Access to this Application** link on the Main Menu page.

This "Special Education: Flowthrough" application contains the following grant(s):		
Grant	CFDA #	Security Level
Flowthrough - Regular	84.027A	Authorized Official
Flowthrough - Carryover	84.027A	Authorized Official
<ul style="list-style-type: none"> The current status is Application In Progress Assurances and Certifications 		

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES	
<ul style="list-style-type: none"> Control Access to this Application Review Grant Selections 	

GENERAL INFORMATION
<ul style="list-style-type: none"> Grant Contact and Fiscal Agent Information: County ISD Consortium/Grant Member Information

BUDGET PAGES AND SUMMARY OF FUNDED COMPONENTS		
	Flowthrough - R	Flowthrough - C
County ISD Summary of Funded Components	Budget	Budget

PROGRAM INFORMATION
<ul style="list-style-type: none"> Program Design: County ISD

Figure 23 – Application Menu: Control Access to this Application Link

2. Enter the MEIS Account ID of the person who is being given access to the application.

3. If the person will be a Main Contact, Program Coordinator, or Both, select the appropriate choice in the drop down menu. Leave this drop down blank if it does not apply.
4. Enter an active and inactive date for the access (mm/dd/yyyy). The active date defaults to the current date and can be made a later date. If you leave the inactive date blank, the person will have access to the application indefinitely.
5. Repeat steps 2-4 to give access to up to 10 individuals at a time.
6. When granting access, the person being given access will have access to all parts of the application.
7. Click the **Save** button.
8. To refrain from adding the entered individuals, click **Cancel** instead of **Save**. This will refresh the page without saving the information.

3.12 REMOVE PEOPLE'S ACCESS TO A SPECIFIC APPLICATION

An Authorized Official or an Application Administrator can remove a person's access to a specific application by following the steps listed below.

1. Click the **Control Access to this Application** link on the Main Menu page.
2. Select the person whose access you wish to remove by clicking the box next to his/her name under the **Remove** column (if you want to permanently delete his/her access) or by clicking the box next to his/her name under the **Inactive** column (if you want to temporarily remove his/her access).
 - a. To remove all individuals' access, click the box in the column name for either **Mark Remove All** or **Mark Inactive All**.
3. Click the **Save** button. The person whose access was deleted is no longer shown in the table. The person whose access was temporarily disabled has a date in the inactive box (noted by **I:**).

It is important to note that:

- Authorized Officials cannot have their access removed or marked inactive.
- MEGS will not make changes to individuals given access to the application via the Application Security Level(s) page. Changes must be made from the Application Security Level(s) page.

3.13 COMPLETE A GRANT APPLICATION

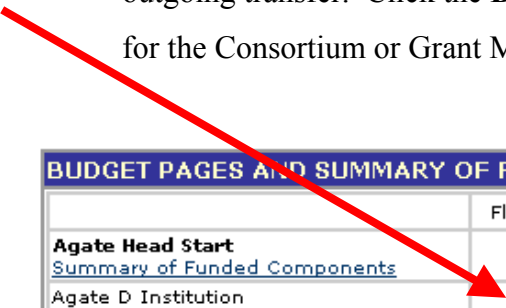
To complete an application in MEGS:

1. Login to MEGS.
2. On the Main Menu, locate the application that you wish to complete from the list of applications to which you have access.
3. Check your Access Level (Authorized Official, Application Administrator, Grant Writer, Financial Officer, Program Coordinator, or Consortium/Grant Member Program Coordinator) to ensure that you can work on the application. If you do not have one of these status levels, you will need to contact the Authorized Official or Application Administrator to change your Application Security Level.
4. Click the **View Application** button for the application. You are now on the Application Menu page.

Steps 5 through 14 can be completed in any order. However, it is recommended that you begin at the top of the Application Menu page and work down through the links.

5. Click the **Important Information About the [name of application] Application** link. This link opens a smaller, separate browser window that displays important information about the application. Read this information before proceeding. If this link is not present, skip to step 6.
6. Click the **Assurances and Certifications** link. Conditions that must be met while conducting the grant program are displayed in a smaller, separate browser window. If this link is not present, skip to step 7.
7. Click the links under MANAGEMENT ACTIVITIES to assign a Main Contact and Program Coordinator/Secondary Contact, allow others access to the application, review or modify the grant programs included in the application, view modifications to the application (this link is only present if the application is being modified or amended), or create a PDF of the application.
8. Click the **Grant Contact and Fiscal Agent Information:(name of fiscal agent)** link under GENERAL INFORMATION. Verify that the contact information for the Main Contact, Program Coordinator, and Fiscal Agent is correct.

9. If the application will include Consortium or Grant Members, click the **Consortium/Grant Member Information** link. If the application does not permit consortium or grant members, this link is not shown. If a consortium member is added to the application, a **Consortium Member: [name of consortium member]** link will be shown. The Authorized Official of the Consortium Member will verify the contact information for his/her agency and specify a main contact for his/her agency for this application.
10. If there are additional links under GENERAL INFORMATION, click each link and complete the page according to the instructions on the page or click the **Help** link on the page for more detailed information.
11. The BUDGET PAGES are organized in a table that lists the Fiscal Agent first in bold text and then any Consortium or Grant Members that receive funds as a transfer from the Fiscal Agent. A column is provided for each grant program. Click the **Budget** link for each agency to begin completing the budget section. Follow the instructions provided on each page.
12. Every Consortium or Grant Member that receives funds from the Fiscal Agent must have a budget detail that shows how the funds transferred from the Fiscal Agent will be spent. The total of the budget for each Consortium or Grant Member is shown under the Fiscal Agent's budget as an outgoing transfer. Click the **Budget** link in the appropriate row and column to create a budget detail for the Consortium or Grant Member.



BUDGET PAGES AND SUMMARY OF FUNDED COMPONENTS						
	Flowthrough - R	Flowthrough - C	Preschool - R	Preschool - C	EOSD	TMT
Agate Head Start	Budget	Budget	Budget	Budget	Budget	Budget
Summary of Funded Components						
Agate D Institution	Budget		Budget			
Summary of Funded Components						

Figure 24 – Application Menu: Budget Links

13. PROGRAM INFORMATION provides pages to describe the grant programs that will be operated by the applicant. Click each of the links in this section and follow the instructions on each page.
 - a. Pages that are required for both the Fiscal Agent and the Consortium or Grant Members include the name of the agency after a colon that follows the page name.

- b. Some applications may use a “tree view” to make the Application Menu easier to work with. If a “tree view” is used a “+” will be displayed next to the Program Information page name. Click on the “+” to display all of the forms. When all of the forms are displayed for a page, click on the “-” to hide the forms under the page title.

- 14. If the grant application requires any attachments, an ATTACHMENTS section is shown at the bottom of the Application Menu page. Click **Upload** to add an attachment to the application. Once a file has been uploaded, it can be deleted by clicking the **Delete** link.

As the application is being prepared, click the **Errors** link in the header or footer of any page to see if the application is being completed correctly. If there are any errors, error messages will be shown with information about each error and a link to the page on which the error occurs. An application cannot be submitted with errors.

3.14 SUBMIT AN APPLICATION

Once the application has been completed and no errors are shown on the errors page, the application can be submitted by an Authorized Official of the Fiscal Agent. No other individual can submit the application.

1. Click the **Submit Application** button, which is located at both the top and the bottom of the Application Menu page.
 - a. If errors are present in the application, the Authorized Official is taken to the errors page and the application is not submitted. Once the errors are addressed, the Authorized Official can click the **Submit Application** button again to submit the application.
 - b. If no errors are present in the application, the Authorized Official is asked to click the **I Agree** button to officially verify that:
 - i. The information contained within the application is true and correct to the best of his/her knowledge.
 - ii. The agency agrees to the certifications and assurances.
 - iii. The budget was prepared collaboratively between the program and business offices.
2. Once the **I Agree** button is clicked, the Authorized Official is provided with confirmation that the application was submitted successfully. Print this page for record-keeping purposes.
3. An email notification that the application has been received by the State Program Office will be sent to the Main Contact and Administrator (if an email address is provided) for the Fiscal Agent.

Once an application is submitted, the status changes to *Application Submitted* and edits cannot be made to the application. A link to the Submission Confirmation page will be added to the Application Menu of the application in the near future. This will allow it to be printed or viewed at any time after the initial submission has taken place.

3.15 PRINT OR SAVE AN APPLICATION

MEGS allows you to print your application at any time during the application process by allowing you to generate a dynamic PDF of the application, which can then be printed or saved to your hard drive.

- **To print a blank copy of the application**, click the **[Blank PDF]** link on the Application Menu page.
- **To print a copy of the completed application** (excluding attachments, if applicable) that contains the information that has been saved in MEGS, click the **View a PDF of this Application** link.

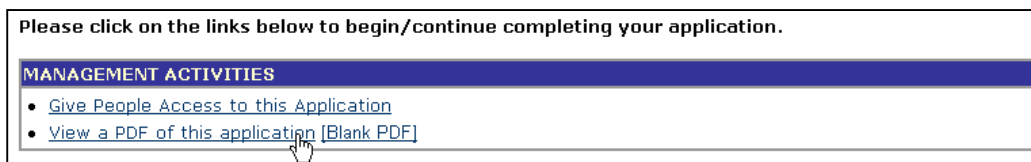


Figure 25 – Application Menu: View a PDF of Application

The larger the application, the longer it will take to generate the PDF. **Large applications could take up to 10 minutes to generate.** Be patient and refrain from clicking buttons or doing other activities on your computer until the PDF is displayed.

Exceptionally large applications provide the option to generate the PDF in advance and then click on a link that brings up the full PDF with data in the system as of a certain date. Authorized Officials and Application Administrators can request an update of the PDF at any time. When the update is requested, the option to request an update is removed. Once the update has taken place, the person requesting it will receive an email and the option to request another update will become available. This option is referred to as the **One Click PDF** because these PDFs previously had to be printed in sections. The option to print sections of the PDF is still available on the View a PDF of this Application page.

- **To print an individual page of the application**, go to that specific page and click the **View PDF** button or tab.

Clicking a PDF button or tab causes Adobe Acrobat Reader to open and a PDF of the application to be displayed in a separate browser window. Click **File** in the upper left hand corner of the browser window and then select **Print** to print the application, or click the printer icon in the PDF window.

To save a PDF to your computer's hard drive or to a diskette, click the **Save** icon. When you click the **Save** icon, a box will appear which asks you to name the PDF to be saved and specify where it should be saved (i.e., your hard drive or desktop). Type the name that you wish to give to the PDF and then click the **Save** button.

Once you have finished printing and/or saving the document, you can close the PDF by clicking the "x" in the upper right hand corner of the browser window. **Be sure to close the browser window for the PDF and not the browser window that displays your application in MEGS.**

3.16 MODIFY AN APPLICATION

Once an application has been submitted, it will be reviewed by staff in the State Program Office administering the grant program(s). The application status will change to *Review in Progress* when that process has begun. If changes in the application are necessary before grant funds can be awarded, the application status will be changed to *Modifications Required* and a **Modify Application** button will be “clickable” in the table for the application on the Main Menu page. A **View Comments** link will also be added to the navigation bars on each page of the application where modifications are needed. MEGS will also send an email notification indicating that changes are necessary to the Main Contact and Administrator for the Fiscal Agent.

To modify an application:

1. Click the **Modify Application** button in the application table on the Main Menu page. This must be done by an Authorized Official or Application Administrator.
2. Click the **View Comments** link on the Application Menu to view all comments made by the reviewer, which should include the items that need to be changed. The **View Comments** link on other pages displays the comments that are specific to that page.
3. Make the appropriate changes in the application and click **Save**.
4. Submit the modified application by clicking the **Submit Modified Application** button on the Application Menu. This must be done by an Authorized Official.

3.17 AMEND AN APPLICATION

When an application has met all of the requirements for funds to be awarded, the application status will change to *Grant Funds Available*. An **Amend Application** button will become “clickable” in the application table on the Main Menu page, indicating that the Fiscal Agent may request changes in the grant(s) through the amendment process.

To amend an application:

1. Click the **Amend Application** button in the application table on the Main Menu page. This must be done by an Authorized Official or Application Administrator.
2. Change the information and click **Save** on the appropriate pages.
3. Enter a brief narrative that explains why the amendment is needed for the **Amendment Justification** and click **Save**.
4. Submit the amended application by clicking the **Submit Amended Application** button on the Application Menu. This must be done by an Authorized Official.

3.18 INITIATE, COMPLETE, AND SUBMIT A REPORT

MEGS includes the ability for narrative reports to be completed and submitted online. Budget reports, such as the Final Expenditure Report (DS-4044), should continue to be completed in MEIS via the Grant Cash Management and Reporting System (previously known as the Grant Accounting System).

To view reports in MEGS, go to the Main Menu and click on the **View Reports** button for an application. If no reports have been created in MEGS a message will be displayed to indicate this. If reports have been created in MEGS, the Reports and Contact Information page will be displayed. This page acts as the “home page” for the applications reports, listing each report that must be completed, the dates when the report is available and due, and a main contact for the report. **The report can be accessed by clicking on its underlined name.** The link to the report is “smart” and only displays after the report has been initiated and a main contact has been designated.

Initiate a Report

Authorized Officials and the Application Administrator can begin a report in MEGS once the status of the report changes from *Report Not Available* to *Report Available*. This happens as soon as the Date Available is reached.

To initiate a report:

1. Go to the Main Menu and click the **View Reports** button. The Reports and Contact Information page will be displayed.
2. Enter the MEIS Account # for the person who is to serve as the Main Contact.
3. Click **Save**.
 - a. If the contact changes, click **Change** to remove the current contact and enter a new contact's MEIS Account # and click **Save**.
4. This will cause the link to the report to become active and the status of the report to change to *Report in Progress*. The report is now available for completion and submission.

Complete a Report

Individuals who have access to the application also have access to the reports and their Application Security Levels are enforced just as they are in the application. Thus, Authorized Officials, the Application Administrator, and Grant Writers can complete the report while others can only view its contents.

To complete a report:

1. Go to the Main Menu and click the **View Reports** button. The Reports and Contact Information page will be displayed.
2. Click on the underlined name of the report, which is a link to the Report Menu.
3. From the Report Menu, click on the links in the page to navigate to the different pages of the report.
4. Complete the pages as directed in the instructions and click **Save**.
 - a. The report pages function identically to the application pages.
5. Click the **Report Menu** link in the header or footer of the page or the **Report Menu** button on the Report Menu to return to the Reports and Contact Information page.
 - a. The naming of these items will be better clarified in the future. It has been suggested that the Report Menu links and buttons be renamed to just Reports to avoid confusion.

Submit a Report

Reports are submitted in the same manner as applications. Authorized Officials and Application Administrators are the only individuals who can submit reports and the submission takes place within the report.

To submit a report:

1. Go to the Main Menu and click the **View Reports** button. The Reports and Contact Information page will be displayed.
2. Click on the underlined name of the report, which is a link to the Report Menu.
3. Click on the **Submit Report** button that is located on the Report Menu.
 - a. This will take you to a page that requests confirmation of the submission.

4. Click the **I agree** button to submit the report. A submission confirmation page will be displayed that includes the date and time that the report was submitted and who submitted the report.
5. Click the **Click Here to Return to MEGS** link to return to the Main Menu and continue using MEGS.

4. MEGS Glossary

4. MEGS GLOSSARY

The terms listed in this glossary are used in Michigan Electronic Grants System (MEGS). They are included here as a point of reference.

Advance Payments. Payments made to a sub-grantee in advance of costs being incurred by the sub-grantee.

Agency Staff Member. A MEGS user with a System Security Level of Application Administrator, Grant Writer, or Viewer. This individual is a staff member of a grantee and is not an Authorized Official.

Allocated Amount. The amount of program funds a sub-grantee (school district or grant recipient) is eligible to receive for a particular year based on the funding formula for that program.

Amendment. Also see **Budget Amendment**.

- 1) A change to a grant award to a sub-grantee. This could be a lengthening of the duration or an increase or decrease in the amount of the grant award.
- 2) A change to a grant program. This could be altering, adding or eliminating a component.

Applicants. An entity that applies for grant assistance from MDE. A legal entity eligible to apply to the State for use of funds.

Approved Amount. The amount of program funds available to a sub-grantee (school district or grant recipient) after approval by MDE. The approved amount may increase or decrease upon completing amendments but is typically never higher than the allocated amount (There are exceptions to this rule.). When an approved amount is amended it is termed a “New Approved Amount.”

Budget. A plan of financial operations that provides a basis for planning, controlling, and evaluating governmental activities. (Miller Governmental GAAP Guide)

Budget Amendment. A revision of the program budget that increases or decreases the grant amount, transfers funds from one or more budget functions or object categories, or establishes new budget functions or object categories. Requirements as to when budget amendments are mandated or otherwise permitted will be addressed by each set of program guidelines.

Budget Detail. Detailed explanation of each line contained in the Budget Summary of a grant application. An itemized list of the types and amounts of costs included in the budget summary.

Budget Revision. A revision of the program budget that does not increase or decrease the grant amount within the terms of the grant. The purpose of the revision is to transfer funds from one or more budget object categories or functions to another. Requirements as to when Budget Revisions are mandated or otherwise permitted are addressed by each set of program guidelines.

Building. An individual school facility, as identified by the School Code Master.

Bulletin 1022. See entry for Michigan School Accounting Manual.

Certifications and Assurances. Federal funding authorities require official signatures attesting to support of reporting requirements, fiscal responsibility, and specific provisions with the particular statute.

Capital Outlay (Fixed Assets). Assets of a long-term character that are intended to continue to be held or used. For example: Land, buildings, machinery, furniture, and equipment. (Special Education uses in a different manner, see Equipment.) Refer to Bulletin 1022.

CFDA Number. Catalog of Federal Domestic Assistance Number. This is a federally issued number (five digits) used to identify federal grants and must be used to identify funding on the Schedule of Expenditures of Federal Awards for single audit reports. It is found on every federal grant award. Therefore, the CFDA number is of great interest to public school staff and to independent auditors. MDE includes this number on forms that flow to public schools.

Charter Schools. See Public School Academies

Colleges and Universities. Institutions of Higher Learning.

Consortium. An association of entities joining together for the purpose of meeting a particular grant or program objective. A consortium is made up of two or more entities eligible to serve as a fiscal agent. A consortium member receives monies and/or services from the fiscal agent. Also see **Partner**.

Coordinator. A sub-grantee employee who is responsible for administering a particular grant. Sub-grantees also use the term Grant Administrator or Grant Director.

Consultant. An MDE employee who assists sub-grantees with the planning and implementation of MDE grants and performs the administrative functions required of MDE.

Deobligation. The process used to reduce the approved amount of a grant without submission of a complete budget amendment. It's used to make funds that were approved but not spent available as carryover. It uses the regular Budget Summary sheet, but only requires the total to be entered.

Effective Date. This date is the earliest date on which activities may be provided and charged against the federal grant award. The start date of a grant is established by the date upon which the program office receives the project application in substantially approval form. The effective date for a sub-grantee can be later than the published Effective Date if the grant application is received after the specified deadline.

Equipment. An article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which exceeds an arbitrary or predetermined cost amount as mandated by district, state, or federal grant language. The Michigan School Accounting Manual, Section II, E.17 gives further guidance.

Expenditure. Charges recorded when liabilities are incurred pursuant to authority given in an appropriation. Accounts are kept on a modified accrual basis for Michigan Public Schools, which requires the cost of goods to be recorded in the period within which the goods are delivered and services to be recorded in the period within which the services were rendered.

Fiscal Agent. The entity that assumes responsibility for recording and reporting financial transactions. When an entity applies for and receives grant monies, that entity is the fiscal agent. When there is a consortium agreement, the sub-grantee that is awarded grant funding which will be used on behalf of and in coordination with a group of other sub-grantees is the fiscal agent.

Fiscal Year. A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. Note: Fiscal Years are usually different than School Years.

Function Code. An accounting dimension associated with the grouping of related activities aimed at accomplishing a major service or regulatory responsibility for which a governmental unit is responsible. Examples include: Instruction, Pupil Services, Instructional Staff Support, School Administration, General Administration, Business Services, Food Service, Transportation, Operations and Maintenance, Community Services, etc. For a complete list of Function Codes see the Michigan School Accounting Manual (Bulletin 1022).

Funding Increase/Decrease. See **Budget Amendment**. A funding increase or decrease requires that a grant amendment be approved. Upon written notifications of a funding increase or decrease, grantees are to submit a budget revision to the program office together with all other documents specified in the program guidelines.

Grant. An award of financial assistance in the form of money, or property in lieu of money, by the State to an eligible recipient. Grants from the MDE are generally made to local school districts, intermediate school districts, area vocational technical schools, charter schools, Private Industry Councils, libraries, profit and non-profit agencies, child care agencies (both public and private), parochial schools and institutions of higher education.

Competitive Grant. A grant that requires application proposals to be reviewed by selected peer reviewers.

Allocated Grant. A grant whose amount is determined by an allocation formula specifying the amount each eligible sub-grantee is entitled to receive.

Grants Accounting System. Sometimes referred to as the Grants Payment System. The Grant Accounting System monitors and tracks disbursement of funds to sub-grantees. It controls the levels of commitment by funding source (grant number) and collects expenditure reports at the function/object level for each grant/project where applicable. It is Web-enabled and all transactions by sub-grantees with the Grant Accounting System are done through the Internet.

Grant Amendment. See **Amendment**.

Grants Office. The Office of Budgets, Contract, and Grants. This office provides centralized support to the Office of the Superintendent and the Department of Education regarding the procurement, administration and management of grant resources. The office coordinates all grant activities within the Department, oversees the Department's established grant policies and provides technical support to other offices responsible for the proper administration of grants.

Grant Award Approval Form (Pink sheet). Form OG-2805 Pink, which is used to summarize grant program information.

Grant Award Notification (Yellow sheet). Summary form which will be attached to a Grant notification letter. Provides official notification of a grant award.

Grant Budget Approval Form. Form used within MDE to capture Budget Summary Information.

Grant Manager. An MDE employee who assists sub-grantees with the planning and implementation of MDE grants and performs the administrative functions required of MDE. (Special Education)

Grant Number. (The old term is Source code) A federal grant award is assigned one or more six-digit alpha/numeric "grant number" code to permit tracking the funds through the grant cycle. Similarly, each

state-funded grant appropriation is assigned a grant number. The relative positions of the six digits and the numbers themselves have significance to users:

XXYYYY, where XX is the last two digits of the fiscal year and YYYY is the program code.

It should be noted that a grant number does NOT change in the second (carryover) year of a program.

Grantee (Recipient). An entity that receives a grant award. The grantee's responsibility is to meet the requirements of the grant award. A grantee's performance will be measured against meeting the objectives of the grant award. Note: in this application the grantee is the State of Michigan and sub-grantees are those who get the money from the state.

Indirect Cost. Those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited. (OMB Circular A-87)

Indirect Cost Rate. A device used for determining in a reasonable manner the proportion of indirect costs each program should bear. Indirect cost rates are developed by dividing the allowable district reported indirect costs by the district reported direct costs. Indirect cost rates are annually calculated for each Michigan public school district by the Michigan Department of Education. The MDE approved rate is the maximum allowable indirect cost rate to be charged against any grant received by a public school.

ISD. Intermediate School District. A public school established under part 7 of the Revised School Code.

LEA. Local Educational Agency. A local school district. Note: In Federal statutes, Michigan's ISD's and PSA's qualify as LEA's. Within Michigan an LEA is not considered synonymous with ISD's or PSA's.

MAIN. Michigan Administrative Information Network. It is Michigan's state government accounting and reporting system.

MDE. Michigan Department of Education. Responsible for State of Michigan administration of a program that provides grants to sub-grantees.

MEAP. Michigan Educational Assessment Program. The Department of the Treasury's MEAP office is responsible for administering, monitoring, and reporting state academic evaluations of pupils in Michigan public schools. MEAP results are often used in the grant process to measure school academic performance.

Michigan School Accounting Manual (Bulletin 1022). The mandatory guide to the uniform classification and recording of accounting transactions for Michigan public schools. It contains standardized accounting definitions and classifications essential to reporting consistent/comparable data to MDE on grant budget applications, grant final cost reports, audited financial statements, and the Form B (Annual Comprehensive Financial Reports). The manual is currently available on the MDE website under Administrators/Manuals.

Object Code. An accounting dimension related to the grouping of services or commodities obtained as the result of a specific activity. Examples include: Salaries, Benefits, Supplies, Purchased Services, and Capital Outlay.

Partner. A member of a consortium that is not eligible to serve as a Fiscal Agent. Typically this is a private non-public school joining with an LEA or ISD for a specific grant. See definition of **Consortium**.

Program. A plan of activities and procedures designed to accomplish a pre-determined objective or set of allied positions with specific grant funds.

Program Amendment. A written modification, addition, or deletion to a sub-grantee application which needs approval by the MDE. A program amendment is necessary when substantial changes in the program design or deliverables are proposed.

Program Office. MDE office assigned to manage specific grant program.

Program Narrative. A detailed description of services to be performed by a sub-grantee including the physical or functional characteristics or nature of the services as prescribed by the program guidelines.

Program Fiscal Review. An onsite activity by the Program Office consisting reviewing fiscal and programmatic records and interviewing administrators and school district finance officers to ensure compliance with federal and state program regulations.

Program Year: The Fiscal Year within which the major portion of the project activity occurs in. Because the School Year starts at different times than the Fiscal Year, the program will generally overlap two Fiscal Years.

Project Number. Each grant notification from MDE contains a project number, which is a unique identifier for the particular project. It is a 12-digit field. The offices within MDE have varying systems for assigning the 12 digits; some use only one and others use all the available digits. Some programs (JTPA) use project numbers to facilitate specialized reports.

Project Type. Grant projects are classified as either Regular or Carryover. Regular Projects are funded with funds from the current Fiscal Year. Carryover projects are funded with funds from the previous Fiscal Year.

PSA. Public School Academy, Michigan's legal reference to Charter Schools. A public school authorized by the Revised School Code Act, Part 6A.

Recipient Code. The recipient code is a code designed to identify the sub-grantee in an EDP environment. All Michigan public schools have five digit codes starting with the first two digits being the county number; (for example Ingham County is 33). Sub-grantees who are not public schools have codes longer than five digits but which still start with the appropriate two digit county code. The third digit for Public School Academies is always "9." Recipient codes for ISD's are five zeroes ('0') followed by the two digit county code.

Restricted Funds. Funds that have limitations upon spending options. Must be used according to established grant guidelines.

School Code Master. A database of the name and address of local and intermediate schools districts. The school code master does not include all sub-grantees that receive grants.

School Year. A twelve-month period of time that school's operate. School years run from July 1 through June 30 the following year. The state and federal Fiscal Years typically cross two School Years.

Single Audit. An audit prescribed by federal law for state and local governmental units and non profit organizations that receive federal financial assistance above a specified amount (currently \$300,000). Such an audit is to be conducted in conformity with the U.S. Office of Management and Budget Circular A-133. Such an audit is conducted on an organization-wide basis rather than on a grant-by-grant basis.

Single Record Student Database (SRSD). A database of prescribed student data elements that are maintained and reported by districts on each public school student in Michigan. The SRSD is maintained by the Center for Educational Performance & Information (CEPI).

Source Code. See Grant Number. Source code is an outdated term and has been replaced with Grant Number. The terms are used interchangeably, but they mean the code that identifies the grant.

SBE. State Board of Education. The State Board of Education exercises its constitutional duties of leadership and general supervision over all public education, including adult education and instructional programs in state institutions, except for institutions of higher education granting baccalaureate degrees.

State School Aid and School Finance Office. The office responsible for activities related to the distribution of the State School Aid Fund to public school districts in Michigan and for setting appropriate uniform financial and pupil accounting standards for Michigan public schools.

State School Aid. Commonly referred to as State Aid. Funding received from the State of Michigan under the provisions of the State School Aid Act. The State School Aid Act is the legislation that determines the annual appropriations to aid in the financial support of public schools in Michigan.

Sub-Grantee. A legal entity to which a grant is awarded and which is accountable to the State for use of the funds provided. Note: in this application the sub-grantee are those who get the money from the state. The sub-grantee's responsibility is to help the grantee (recipient) meet the requirements of the assistance award. A sub-grantee performance would be measured against meeting the objectives of the grant award.

Sub-Grantee budget. Approved funding for a sub-grantee. Submitted to the Grant Accounting System for payment to sub-grantees. Will include grant number, project number, recipient code, approved amount and ending date.

Unrestricted Funds. Funds that have no specific limitations upon spending options. May be used for general operating purposes.

Vendor. A vendor is an entity that receives a procurement contract for goods or services from a grantee (recipient) which will be paid for from grant funds. The vendor's responsibility is to meet the requirements of the procurement contract.